Cohasset Town Hall - Program Data

Town of Cohasset

41 Highland Ave.
Cohasset, MA
<table>
<thead>
<tr>
<th>DATA SHEET #</th>
<th>GROUP</th>
<th>DEPARTMENT</th>
<th>Current Net Area (sf)</th>
<th>Proposed Net Area (sf)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH - 1</td>
<td>LAND PLANNING</td>
<td>Conservation Commission</td>
<td>90</td>
<td>120</td>
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<tr>
<td>TH - 2</td>
<td>LAND PLANNING</td>
<td>Permitting and Inspections Coordination - Admin 1</td>
<td>158</td>
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<td>TH - 3</td>
<td>LAND PLANNING</td>
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<td>86</td>
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<td>TH - 4</td>
<td>LAND PLANNING</td>
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<td>TH - 5</td>
<td>LAND PLANNING</td>
<td>Boardmember Work Station</td>
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<td>TH - 6</td>
<td>LAND PLANNING</td>
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<td>107</td>
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<td>TH - 7</td>
<td>LAND PLANNING</td>
<td>Plumbing Inspectors, Wiring Inspectors, Fire Department</td>
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<td>LAND PLANNING</td>
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<td>TH - 9</td>
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<td>TH - 10</td>
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<td>TH - 11</td>
<td>LAND PLANNING</td>
<td>Land Use Files</td>
<td>182</td>
<td>234</td>
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<td>TH - 12</td>
<td>TOWN CLERK</td>
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<td>101</td>
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<td>TH - 13</td>
<td>TOWN CLERK</td>
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<td>TH - 14</td>
<td>TOWN CLERK</td>
<td>Town Clerk Vault</td>
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<td>TH - 15</td>
<td>TOWN CLERK</td>
<td>Town Clerk Voting Equipment</td>
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<td>TH - 16</td>
<td>TOWN MANAGER</td>
<td>Town Manager</td>
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<td>TH - 17</td>
<td>TOWN MANAGER</td>
<td>Assistant to Town Manager</td>
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<td>TOWN MANAGER</td>
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<td>TH - 20</td>
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<td>Town Manager Storage</td>
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<td>TH - 21</td>
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<td>TH - 22</td>
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<td>Town Hall Meeting Room</td>
<td>506</td>
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<td>TH - 23</td>
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<td>Human Resources</td>
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<td>TH - 24</td>
<td>DPW</td>
<td>DPW Director</td>
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<td>TH - 25</td>
<td>DPW</td>
<td>Sewer Department and DPW Support</td>
<td>140</td>
<td>216</td>
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<td>Procurement</td>
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<td>TH - 27</td>
<td>DPW</td>
<td>Small Conference Room</td>
<td>174</td>
<td>180</td>
<td>Currently at second floor elev. Lobby</td>
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<td>TH - 28</td>
<td>FINANCE</td>
<td>Custodian</td>
<td>0</td>
<td>120</td>
<td>Can be located in basement</td>
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<td>TH - 29</td>
<td>FINANCE</td>
<td>Town Assessor</td>
<td>194</td>
<td>120</td>
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<td>TH - 30</td>
<td>FINANCE</td>
<td>Assessor Admin</td>
<td>329</td>
<td>252</td>
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<td>TH - 31</td>
<td>FINANCE</td>
<td>Town Accountant</td>
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<td>Assistant Town Accountant</td>
<td>294</td>
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<td>TH - 33</td>
<td>FINANCE</td>
<td>Treasurer’s Office</td>
<td>126</td>
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<td>TH - 34</td>
<td>FINANCE</td>
<td>Treasurer Collector Staff</td>
<td>481</td>
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<td>TH - 35</td>
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<td>Meeting Room</td>
<td>683</td>
<td>400</td>
<td>Currently in Basement</td>
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<td>TH - 36</td>
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<td>Large Conference Room</td>
<td>369</td>
<td>280</td>
<td>Currently Mid Level in Historic Bldg</td>
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<td>TH - 37</td>
<td>IT</td>
<td>Information Technology</td>
<td>156</td>
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<td>TH - 39</td>
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<td>Tel/ Data/ Electrical</td>
<td>102</td>
<td>152</td>
<td>(72 sf Tel / Data) (80 sf Elec)</td>
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<td>TH - 40</td>
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<td>Staff Break Room</td>
<td>250</td>
<td>240</td>
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<td>TH - 41</td>
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<td>Fitness Room</td>
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<td>Copy and Mail Rooms</td>
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<td>STORAGE</td>
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<td>OFF SITE</td>
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<td>PH Waiting</td>
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<td>Relocated Off-Site</td>
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<tr>
<td>TOTAL</td>
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<td>TOTAL NET EXISTING PROGRAM AREA</td>
<td>7,503</td>
<td>8,067</td>
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<td>TOTAL</td>
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<td>TOTAL GROSS AREA PROPOSED (Net Area x 1.4)</td>
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<td>GROUP</td>
<td>DEPARTMENT</td>
<td>Current Net Area (sf)</td>
<td>Proposed Net Area (sf)</td>
<td>COMMENTS</td>
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<td>-------------</td>
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<tr>
<td>THEATER</td>
<td>Auditorium</td>
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<td>Stage</td>
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<td>Flyloft</td>
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<td>Vestibule</td>
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<td>Consessions / Ticketing</td>
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<td></td>
<td>Theater Dressing rooms</td>
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<td></td>
<td>Theater Bathrooms</td>
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<td>Theater Storage (Basement + Closets)</td>
<td>2283</td>
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<td>TOTAL NET EXISTING THEATER AREA</td>
<td>7,290</td>
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<table>
<thead>
<tr>
<th>GROUP</th>
<th>DEPARTMENT</th>
<th>Current Net Area (sf)</th>
<th>Proposed Net Area (sf)</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>SUPPORT</td>
<td>Circulation</td>
<td>3630</td>
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<td>Janitor Closet</td>
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<td></td>
<td>Bathrooms</td>
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<td></td>
<td>Historic Vaults</td>
<td>249</td>
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<td>Mechanical</td>
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<td>TOTAL NET EXISTING SUPPORT AREA</td>
<td>4,721</td>
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Conservation Commission

Program Number
TH - 1

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

All drawings at 1/4" = 1’
unless otherwise noted
Permitting and Inspections - Admin 1

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

Program Number: TH - 2
Occupant Name: Jo-Ann Pilczak (Admin 1)
Group: Land Planning
Area (Existing, Proposed):
Existing - 158 sf
Proposed - 140 sf
Functional Description:
Deskwork
Small Meetings
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
Conservation Commission and Building Commission - Admin 2

Program Number
Occupant Name
Group
Area (Existing, Proposed)
Functional Description
Public Access
Adjacencies
Furnishings and Equipment
Notes

All drawings at 1/4” = 1’
unless otherwise noted

Program Number
TH - 3
Occupant Name
Angela (Admin 2)
Group
Land Planning
Area (Existing, Proposed)
Existing - 86 sf Proposed - 100 sf
Functional Description
Deskwork
Public Access
Direct Public Access Via Service Counter
Adjacencies
ZBA / Conservation Commission
Building Commissioner, BOH, ZBA, Permitting & Inspections
Furnishings and Equipment
(1) Computer Station
(1) Desk w/ Return (+ Chair)
(1) Printer (Shared)
(3) 4 Drawer Vertical File Cabinets
(1) Bookcase - Medium
Notes
**BOH / ZBA - Admin 3**

All drawings at 1/4” = 1’

<table>
<thead>
<tr>
<th>Program Number</th>
<th>TH - 4</th>
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</thead>
<tbody>
<tr>
<td>Occupant Name</td>
<td>Chrissie Dahlstrom (Admin 3)</td>
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<td>Group</td>
<td>Land Planning</td>
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<td>Area (Existing, Proposed)</td>
<td>Existing - 86 sf</td>
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<tr>
<td>Functional Description</td>
<td>Deskwork</td>
</tr>
<tr>
<td>Public Access</td>
<td>Public Access Via Service Counter</td>
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<tr>
<td>Adjacencies</td>
<td>ZBA / BOH</td>
</tr>
<tr>
<td>Furnishings and Equipment</td>
<td>(1) Computer Station</td>
</tr>
<tr>
<td></td>
<td>(1) Desk w/ Return (+ Chair)</td>
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<tr>
<td></td>
<td>(1) Printer (Shared)</td>
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</table>

Notes
Board Member Workstation

Program Number: TH - 5
Occupant Name: Various Board Members
Group: Land Planning
Area (Existing, Proposed): Existing - 80 sf Proposed - 100 sf
Functional Description: Deskwork
Public Access: Public Access Via Staff
Adjacencies: Land Planning Group
Land Planning Admin
Building Commissioner, BOH, CONS COM.
Permitting & Inspections
Furnishings and Equipment:
(1) Computer Stations
(1) Desk w/ Return (+ Chair)
(4) 4 Drawer Vertical File Cabinets

Notes:

All drawings at 1/4" = 1’ unless otherwise noted
# Building Commissioner

**Program Number**: TH - 6  
**Occupant Name**: Bob Egan  
**Group**: Land Planning  
**Area (Existing, Proposed)**:  
- Existing: 107 sq ft  
- Proposed: 120 sq ft  
**Functional Description**:  
- Deskwork  
- Small Meetings  
**Public Access**: Public Access Via Staff  
**Adjacencies**:  
- Part-Time Assistants / Inspectors  
- Permitting and Inspections  
- BOH, ZBA, CONS COM  
- Conference Room  
**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

---

All drawings at 1/4" = 1'  
unless otherwise noted
Fire Department, Plumbing, Wiring Inspectors

Program Number: TH - 7
Occupant Name: 3-4 Various Inspectors
Group: Land Planning
Area (Existing, Proposed): Existing - 0, Proposed - 64 sf
Functional Description: Deskwork Plan Review
Small Meetings
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: Desired, Not Essential

All drawings at 1/4" = 1’ unless otherwise noted
Board of Health Agent

Program Number: TH - 8
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
2. Desk w/ Return (+ Chair)
3. Printer (Shared)
4. 4 Drawer Vertical File Cabinets
5. Bookcase - Medium

Notes:

All drawings at 1/4" = 1'
unless otherwise noted
Future Full-Time Planner

Program Number                  TH - 9
Occupant Name                   Land Planning
Group                            Existing - 0 sf
Area (Existing, Proposed)       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 - Large
Notes
### Land Planning Conference Room

**Program Number** | TH - 10
---|---
**Occupant Name** | N/A
**Group** | Land Planning
**Area (Existing, Proposed)** | Existing - 123 sf (shared)  
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**
- (1) 72” x 36” Conference table
- (8) Chairs
- (1) Whiteboard

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**Notes**

All drawings at 1/4” = 1’ unless otherwise noted
Land Planning File Storage

Program Number: TH - 11
Occupant Name: N/A
Group: Land Planning
Area (Existing, Proposed): Existing - 182 sf, Proposed - 234 sf
Functional Description: Storage
Public Access: No Public Access
Adjacencies: Land Planning Group, Copy Room
Building Commissioner, CONS COM, Permitting and Inspections, BOH, ZBA
Furnishings and Equipment: (36) 4 Drawer Vertical File Cabinets

Notes: Ideally close to land planning group
But can be remote
Town Clerk

Program Number: TH - 12
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, Conference room

Furnishings and Equipment:
- (1) Computer Station
- (1) Desk w/ Return (+ Chair)
- (4) Guest Chairs
- (1) State Computer
- (2) 4 Drawer Vertical File Cabinets
- (1) Bookcase - Large
- (1) Meeting Table

Notes

All drawings at 1/4" = 1’
unless otherwise noted
Town Clerk Staff

Program Number: TH - 13
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
- (1) Internal Accessible Service Counter

Notes:

All drawings at 1/4" = 1’ unless otherwise noted.
Town Clerk Vault

Program Number: TH - 14

Occupant Name: Clerk

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

All drawings at 1/4" = 1’ unless otherwise noted.
Town Clerk Remote Voting Booth Storage

Program Number: TH - 15

Occupant Name

Group

Area (Existing, Proposed):
Existing - 120 sf
Proposed - 160 sf

Functional Description:
Remote Storage

Public Access: No Public Access

Adjacencies:

Furnishings and Equipment

Notes:
2017 Town Population - 7,991
(1) voting booth for every 75 voters
80 booths needed
Voting boxes now in basement cage (81 SF)

2017 Registered Voters - 5,968
Booths in Auditorium Ticketing (38 sf)

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

Program Number: TH - 16

Occupant Name: Chris Senior

Group: Town Manager

Area (Existing, Proposed):
- Existing - 120 sf
- Proposed - 140 sf

Functional Description:
- Deskwork
- Small Meetings

Public Access: Public Access Via Staff

Adjacencies:
- Assistant to Town Manager
- Town Hall Meeting Room
- Exec. Assistant to Town Manager

Furnishings and Equipment:
- (1) Computer Station
- (1) Desk w/ Return (+ Chair)
- (1) Credenza
- (1) Magnetic Whiteboard
- (1) 4 Drawer Lateral File Cabinets
- (1) 36" Dia round Table
- (4) Guest Chairs

Notes

All drawings at 1/4" = 1’ unless otherwise noted.
Assistant to Town Manager

Program Number
Occupant Name
Group
Area (Existing, Proposed)
Functional Description
Public Access
Adjacencies
Furnishings and Equipment
Notes

Program Number: TH - 17
Occupant Name: Jennifer Oram
Group: Town Manager
Area: Existing - 120 sf, Proposed - 100 sf
Functional Description: Deskwork, Public Interaction
Public Access: Direct Public Access
Adjacencies: Town Manager, Town Hall 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

All drawings at 1/4” = 1’ unless otherwise noted
Executive Assistant to the Town Manager

Program Number: TH - 18
Occupant Name: Tracy Connors
Group: Town Manager
Area (Existing, Proposed):
Existing - 120 sf
Proposed - 100 sf
Functional Description:
Deskwork
Public Interaction
Public Access:
Public Access Via Staff
Adjacencies:
Town Manager
Town Hall Meeting Room
Lobby
Furnishings and Equipment:
(2) Computer Station
(2) Desk w/ Return (+ Chair)
(4) 4 Drawer Lateral File Cabinets
(2) Bookcase - Medium

Notes

All drawings at 1/4” = 1’ unless otherwise noted
Future Town Manager Staff

Program Number: TH - 19
Occupant Name: Town Manager
Group: Town Manager
Area (Existing, Proposed):
  - Existing: 120 sf
  - Proposed: 120 sf
Functional Description:
  - Deskwork
  - Public Interaction
Public Access:
  - Public Access Via Staff
Adjacencies:
  - Town Manager
  - Lobby
  - BOS Meeting Room

Furnishings and Equipment:
  - (2) Computer Station
  - (2) Desk w/ Return (+ Chair)
  - (2) Guest Chairs
  - (3) 4 Drawer Lateral File Cabinets
  - (2) Bookcase - Medium

Notes:

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

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

Program Number TH - 20
Occupant Name N/A
Group Town Manager
Area (Existing, Proposed) Existing - 66 sf Proposed - 84 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 - 21
Occupant Name: N/A
Group: Town Manager
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
<table>
<thead>
<tr>
<th>Program Number</th>
<th>TH - 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupant Name</td>
<td>Town Manager / BOS</td>
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<tr>
<td>Group</td>
<td>Existing - 506 sf</td>
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<tr>
<td>Area (Existing, Proposed)</td>
<td>Meetings (+/- 50 People) (Bi-Weekly)</td>
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<td>Functional Description</td>
<td>Public Access</td>
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<td>Public Access</td>
<td>Direct Public Access</td>
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<td>Adjacencies</td>
<td>Public Access (ADA Access)</td>
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<td></td>
<td>Town Manager Admin</td>
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<td>BOS Admin</td>
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<td>Furnishings and Equipment</td>
<td>Councilor Table + (5) Chairs</td>
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<tr>
<td>Cable Access AV Equipment + (1) Chair</td>
<td>Large wall mounted display screen</td>
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<tr>
<td>(1) Printer (Shared)</td>
<td>(48) Chairs for Public Seating</td>
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<tr>
<td>Town Manager Table + Chair</td>
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<tr>
<td>BOS Admin Table + Chair</td>
<td></td>
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<tr>
<td>Notes</td>
<td>26-50 public seats require 2 wheelchair spaces</td>
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<td></td>
<td>Local TV multimedia cabinetry</td>
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<td>NO FIXED SEATING</td>
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![Town Hall Meeting Room Diagram]
Human Resources

Program Number: TH - 23
Occupant Name: Lisa Uglialoro
Group: 
Area (Existing, Proposed): Existing - 0 sf Proposed - 120 sf
Functional Description: Deskwork, Small Meetings (daily)
Public Access: Public Access Via Staff
Adjacencies: Central

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
- (1) Bookcase - Large

Notes:
- Currently uses space in Town Hall Meeting room
- Should not be near town Manager

All drawings at 1/4” = 1’ unless otherwise noted
Program Number: TH - 24
Occupant Name: Brian Joyce
Group: DPW
Area (Existing, Proposed): Existing - 125 sf  Proposed - 140 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) 10 Drawer Flat Files
- (2) 5 Drawer Lateral File Cabinets
- (1) Meeting Table

Notes:

All drawings at 1/4" = 1'
unless otherwise noted
Sewer Department and DPW Support

Program Number: TH - 25
Occupant Name: Michelle Leary + (2) Interns
Group: DPW
Area (Existing, Proposed): Existing - 140 sf Proposed - 216 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
- (2) Intern Desk and Chair
- (1) 2 Drawer Vertical File Cabinets
- (1) 5 Drawer Lateral File Cabinets
- (4) 5 Drawer Lateral File Cabinets
- (1) Plotter
- (1) 10 Drawer Flat Files

Notes: Space to serve as DPW “Gatekeeper”

All drawings at 1/4” = 1’ unless otherwise noted.
Procurement Officer

Program Number: TH - 26
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:

All drawings at 1/4” = 1’ unless otherwise noted
Small Conference Room

Program Number: TH - 27
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

All drawings at 1/4" = 1’ unless otherwise noted.
Custodian

Program Number: TH - 28
Occupant Name: Custodial Staff
Group:  
Area (Existing, Proposed): Existing - 0 sf, Proposed - 120 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
- (1) Guest chairs
- (3) Bookcase - Medium
- (2) Storage Cabinets
- (2) 2 Drawer Vert. File

Notes: Space can be in basement

All drawings at 1/4" = 1’ unless otherwise noted
Program Number
Occupant Name
Group
Area (Existing, Proposed) Functional Description
Public Access
Adjacencies
Furnishings and Equipment
Notes

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

TH - 29
Mary Quill
Assessor
Existing - 194 sf
Deskwork
Public Access Via Staff
Financial Group
(1) Computer Station
(1) Desk w/ Return (+ Chair)
(1) Printer
(1) Supply Cabinet

Proposed - 120 sf
Public Interaction
Permitting and Inspections
Collector
(4) 4 Drawer Vertical File Cabinets
(1) 4 Drawer Lateral File Cabinets
(1) Bookcase - Medium
(1) Guest Chair

Notes
Town Assessor Admin

Program Number: TH - 30
Occupant Name: Ellen Warner
Group: Assessor
Area (Existing, Proposed): Existing - 329 sf, Proposed - 252 sf
Functional Description: Deskwork, Public Interaction
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)
- (1) Map Table + Brochure Display
- (3) Guest Chairs
- (3) 4 Drawer Vertical File Cabinets
- (1) 4 Drawer Lateral File Cabinets
- (1) Bookcase - Large, (1) Storage Cabinet
- (1) Public Computer Station
- (1) Accessible Service Counter

Notes:

All drawings at 1/4" = 1'
unless otherwise noted
Program Number | TH - 31
---|---
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  (3) 2 Drawer Vertical File Cabinets  (1) Desk w/ Return (+ Chair)  (2) Guest Chairs  (1) Printer (Shared)  (2) Bookcases - Med  (1) Credenza  (1) Work Table
Notes |
Assistant Town Accountant

Program Number  TH - 32
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
(11) 4 Drawer Lateral File Cabinets
(1) Bookcase - Large
Notes  File Audited Annually

All drawings at 1/4” = 1’
unless otherwise noted
### Town Treasurer / Collector

**Program Number**: TH - 33

**Occupant Name**: Paula Linhares

**Group**: Financial Group

**Area (Existing, Proposed)**:<br>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
- (1) Lockable Fireproof Storage Cabinet
- (1) Small work table
- (2) Guest Chairs
- (3) 4 Drawer Vertical File Cabinets
- (1) Bookcase - Medium
- (1) Whiteboard

**Notes**: All drawings at 1/4” = 1’

unless otherwise noted
Town Treasurer / Collector Staff

Program Number: TH - 34
Occupant Name: Payroll - Gina Detrani
Group: Financial Group
Area (Existing, Proposed): Existing - 481 sf, Proposed - 280 sf
Functional Description: Deskwork
Public Access: Public Access Via Service Counter
Adjacencies: Financial Group

Furnishings and Equipment:
- (3) Computer Station
- (3) Desk w/ Return (+ Chair)
- (1) Printer (Shared)
- (1) Typewriter Station
- (1) Storage Cabinet

Notes:
- Possibly Share service counter w/ assessor

Deputy Treasurer Collector - Karen Crowell
Collections - Linda Litchfield
Public Interaction
Assessor

All drawings at 1/4" = 1' unless otherwise noted.
### Meeting Room

**Program Number**  
TH - 35

**Occupant Name**  
N/A

**Group**

**Area (Existing, Proposed)**  
Existing - 683 sf  
Proposed - 400 sf

**Functional Description**  
Mid Sized 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  
Multimedia Capabilities
Program Number: TH - 36
Occupant Name: N/A
Group: 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

All drawings at 1/4” = 1’ unless otherwise noted.
Program Number: TH - 37
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

Public Access: No Public Access (Vendors and Town Hall staff only)

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 Shared w/ High School
Ideally full-time at town hall

All drawings at 1/4" = 1’
unless otherwise noted
IT Storage

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

Program Number: TH - 38
Occupant Name: IT Group
Group: IT Group
Area (Existing, Proposed): Existing - 8 sf, Proposed - 80 sf
Functional Description: Deskwork, Public Interaction
Public Access: No Public Access
Adjacencies: Information Technology

Furnishings and Equipment

Notes
TEL/DATA

Program Number: TH - 39
Occupant Name: IT Group
Group: IT Group
Area (Existing, Proposed): Existing - 102 sf | Proposed - 72 sf
Functional Description:
Public Access: No Public Access
Adjacencies: Information Technology
Furnishings and Equipment:

Notes: Shared w/ Electrical Rm (Elec. 80 sf)

All drawings at 1/4" = 1’
unless otherwise noted
### Staff Break Room / Kitchen

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

<table>
<thead>
<tr>
<th>Program Number</th>
<th>TH - 40</th>
</tr>
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<tr>
<td>Occupant Name</td>
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<tr>
<td>Group</td>
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<tr>
<td>Area (Existing, Proposed)</td>
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<tr>
<td>Furnishings and Equipment</td>
<td>(3) 36” Dia. Tables</td>
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<tr>
<td></td>
<td>(12) Chairs</td>
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<tr>
<td></td>
<td>Microwave</td>
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</table>

Notes
Fitness Room

Program Number: TH - 41
Occupant Name: 
Group: 
Area (Existing, Proposed): Existing - 0 sf Proposed - 192 sf
Functional Description: Exercise Showering
Public Access: No Public Access
Adjacencies: Central

Furnishings and Equipment:
- (1) accessible shower
- Gym Mats
- Various Gym Equipment
- Lockers

Notes:

All drawings at 1/4" = 1' unless otherwise noted
Copy and Mail Rooms

Program Number: TH - 42
Occupant Name: Group
Area (Existing, Proposed): Existing - 84 sf, Proposed - 70 sf
Functional Description: Copying, Document Preparation
Public Access: No Public Access
Adjacencies: 5' - 0" BC - L, 7' - 0" BC - L

Furnishings and Equipment: (1) Full Size Copy Machine, (1) Bookcase - Large

Notes:

All drawings at 1/4" = 1’ unless otherwise noted.
**Inactive Storage**

**SCALE - 1/8" = 1’**

- **Program Number**: TH - 43
- **Occupant Name**: Remote Storage
- **Group**: Remote Storage
- **Area (Existing, Proposed)**: Existing - 454 sf, Proposed - 550 sf
- **Functional Description**: Remote Storage
- **Public Access**: No Public Access
- **Adjacencies**:

**Furnishings and Equipment**

**Notes**
Remote HD Storage

<table>
<thead>
<tr>
<th>Program Number</th>
<th>TH - 44</th>
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<tbody>
<tr>
<td>Occupant Name</td>
<td>HD Storage Group</td>
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<td>Group</td>
<td>HD Storage Group</td>
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<tr>
<td>Area (Existing, Proposed)</td>
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<td>Furnishings and Equipment</td>
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<td>Assessors</td>
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<td>Notes</td>
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SCALE - 1/8” = 1’
Public Health Nurse
RELOCATED OFF-SITE

Program Number
Occupant Name Mary Goodwin
Group Land Planning
Area (Existing, Proposed) Existing - 124 sf Proposed - 0 sf
Functional Description Deskwork Patient Visits
Medical Examinations
Public Access Direct Public Access
Adjacencies BOH PH Storage
Waiting Area

Furnishings and Equipment
(1) Computer Station (2) 4 Drawer Vertical File Cabinets
(1) Desk w/ Return (+ Chair) (1) Bookcase - Medium
(1) Exam Table (1) Wall Mounted Sink
(1) Scale (1) Printer
(3) Guest Chairs (1) Lockable Refrigerator

Notes
RELOCATED OFF-SITE
Public Health Storage
RELOCIATED OFF-SITE

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

Program Number
Occupant Name  N/A
Group  Land Planning
Area (Existing, Proposed)  Existing - 82 sf  Proposed - 0 sf
Functional Description  Medical Storage  Wheelchair Storage
Public Access  No Public Access
Adjacencies  PH Nurse

Furnishings and Equipment  (2) Storage Cabinets

Notes  RELOCATED OFF-SITE
Public Health Waiting Area
RELOCATED OFF-SITE

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

Program Number
Occupant Name N/A
Group Land Planning
Area (Existing, Proposed) Existing - 25 sf Proposed - 0 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 RELOCATED OFF-SITE
## GROSS SQUARE FOOTAGE

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<th>ORIGINAL</th>
<th>ADDITION</th>
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<td><strong>22085</strong></td>
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### COHASSET TOWN HALL SQUARE FOOTAGES

**AS OF 5/15/2017**

### NET PROGRAM AREAS - CORE TOWN HALL FUNCTIONS

#### BASEMENT

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<th>Existing SF</th>
<th>Existing Group SF</th>
<th>Comments</th>
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<td>MEETING ROOM</td>
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<td>GENERAL BASEMENT STORAGE</td>
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<td>TOWN CLERK</td>
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<td>PUBLIC HEALTH</td>
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<td>ACCOUNTING</td>
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**TOTAL** | 1532

#### FIRST FLOOR

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<td>CONSERVATION COMMISSION</td>
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<td>CONS COM ADMIN</td>
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<td>ZBA / BOH ADMIN</td>
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<td>PH NURSE</td>
<td>123</td>
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<th>Comments</th>
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<td>105</td>
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<tr>
<td>TOWN CLERK STAFF</td>
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<td>TOWN CLERK VAULT</td>
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**TOTAL** | 1760

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| BOS MEETING RM/TOWN MANAGER SUITE       | 927     |
|town manager                            | 121     |
|assistant to tm                         | 120     |
|exec. assistant to tm                   | 120     |
|tm storage                              | 63      |
|bos meeting room                        | 506     |
|human resources                         | 0       |
|tm conference                           | 0       |

| ASSESSOR SUITE                         | 361     |
|assessor admin                          | 250     |
|assessor                                | 191     |
|maps table                              | 92      |

| ACCOUNTANT SUITE                       | 522     |
|assistant town accountant               | 296     |
|financial director                      | 226     |

| TREASURER COLLECTOR SUITE              | 637     |
|treasurer's office                      | 127     |
|treasurer collector staff               | 483     |
|treasurer collector storage             | 27      |

| PROCUREMENT                            | 152     |
|conference room 1                       | 371     |
|conference room 2                       | 175     |
|copy                                    | 58      |
|staff break room                        | 243     |
|file storage                            | 280     |

| TOTAL                                  | 4320    |

### Net Auditorium and Theater Use Areas

#### Basement

<table>
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<tr>
<th>Block</th>
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| Total          | 514         |

#### First Floor

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<th>EXISTING GROUP SF</th>
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| UNFINISHED BASEMENT             |             |                   |          |
| GENERAL THEATER STORAGE         | 2283        |                   |          |
| TOTAL                           | 2283        |                   |          |
## NET TOWN HALL FUNCTIONS

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## NET SUPPORT AREAS

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## NET AUDITORIUM / THEATER AREAS

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## UNFINISHED BASEMENT

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## TOTALS

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## Facilities

**RELOCATED OFF-SITE**

All drawings at 1/4" = 1’

unless otherwise noted

<table>
<thead>
<tr>
<th>Program Number</th>
<th>Occupant Name</th>
<th>Group</th>
<th>Area (Existing, Proposed)</th>
<th>Functional Description</th>
<th>Public Access</th>
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<tbody>
<tr>
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<td>DPW</td>
<td>Existing - 120 sf</td>
<td>Deskwork</td>
<td>Public Access Via Staff</td>
<td>DPW Group</td>
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**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**

RELOCATED OFF-SITE