MSCC – subcommittee Space Needs Recommendations of Space March -2008

*This is a working document subject to change. The enclosed site plan for space allocations shall be submitted to the MSCC for approval and or edits. Any edits will be taken into consideration. This working document will be given to the chosen architect for purposes of placement and priorities of locations. Changes may be made to this site plan during this phase as well.

## OBJECTIVES:

- Provide town residents, employees and visitors with easy access to town government.
  Location of offices & Handicap access.

- Use existing building structure and interior walls as much as possible to avoid additional cost.

- Consider town government "groupings" for communication and traffic flow of residents.

- Increase vault size to accommodate existing and future needs. Protect valuable documents. Bring back to town documents stored at State Library.

- Placement of highest visited town government departments in centralized location.
  Town Clerk, Assessor, Tax Collector
  Building Department, Landuse, Sanitarian
  Selectman, Finance.
  Board of Education, Youth and Family Services, Park and Recreation
  Judge of Probate , VNA
  Police and Emergency Services.

- Provide multiple meeting rooms for Boards, commissions and town official use.

- Provide adequate space for Food Bank and Clothing Bank.

- Provide space for income generating regional government
  Chatham Health District.

- Consolidate town supported agencies and departments into one central location
  Youth and Family Services
  Board of Education

- Discuss motor vehicle traffic flow
  Eliminate dangerous site line at Wigwam road
  Eliminate parking in front of Ray Building (Library area)

- Improve Parking facility

- Plan parking garage location for town vehicles
  Police – Emergency Management

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|---|---|
| 2 Cruisers (heated) | 1 generator |
| 2 Boats (heated) | Town Official vehicle |
| 1 Blazer | 1 light tower |
| 1 Smart trailer | |