



TOWN OF ACTON SPACE NEEDS STUDY



ALLEGRO
Interior Architecture

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Letter to the Selectmen, Town of Acton

Dear Sirs and Madams:

We are pleased to submit this report summarizing the Town of Acton Space Needs Study. This report is designed to outline a strategy for the Town to facilitate the growth projected over the next twenty years. It includes our assessment of the current real estate portfolio for approximate available space measured as usable, program requirements for each Town department, an assessment of the current space allocation, and recommendations for reallocation of space in chronological order.

There are a few key things that we bring to your attention concerning this effort. First and foremost is the confidence we have in the concluding recommendations as a consequence of substantial effort by all the Town departments to help us with data gathering. The Town managers met with us, walked us through their offices and proposed spaces, identified concerns, and shared with us studies and potential designs that had been prepared previously by others. The cooperation we received was impressive during our efforts toward a comprehensive understanding of the Town's needs and the managers' recent spatial experiences.

A second item to note is that the space calculations herein are approximate, since they are based on plan diagrams and scanned images available at the time of the study. In the absence of scaled plans, space allocations are shown as block diagrams at this time. Confirmation of the allocations will be made through the final stage in this study, which is the preparation of full space plans.

We hope that this study meets the Town's intended goals. Following your review and approval, we will develop space plans for all of the Study buildings. This will confirm the overall strategy concerning workspace layouts, desking, etc., and will serve as a framework for individual projects going forward. For the final stage, we have laser scanned the Study buildings and created computerized drawings of each occupied floor. Going forward, these will be available for the Town's use.

Once notified to proceed, we are prepared to commence the final Study component.



Jeanne Kopacz
IIDA, Managing Principal



Peter Vanko,
AIA, Associate Principal

Available Space

The amount of usable space available for office and equipment functions is shown in the Existing Building Assessment (page 7). For the purpose of the study, usable space is taken as the area that may be occupied by an individual department. It does not include vertical passages such as elevators and stairs, mechanical spaces, or toilet rooms. The accumulated amount of the usable measurements establishes the baseline of space to be best used in the end game - i.e., the conclusion of the space reallocations.

Floor plates of existing buildings showing the measured usable area are on pages 8 to 18. Space that is suitable for office use is shown in solid gray, and space for equipment and storage is shown in a pale gray pattern. The Study includes the seven buildings that are currently in use: Acton Cemetary Office, Acton Public Works, Acton Senior Center, the Town Hall Annex (also known as the Red House), the Emergency Management Building, Acton Town Hall, and the West Acton Library. It also includes two buildings which are available, but which are not currently in use: the Windsor Building on Windsor Street, and the Massachusetts Wildlife Building on Harris Street. It further includes the potential for 2,500 square feet of offsite storage space which may be rented offsite, as determined by the amount of box storage currently occupying space, and identified functionally by department managers for potential offsite. And it includes the potential square footage associated with the proposed Senior Center designated for Quarry Road, because of the obvious match between this solution and the proposed need.

There are some portions of space that exist but are not deemed usable in this study. The basement space in the Windsor building is one, because the floor to ceiling height is too shallow to be legally used for workspace. Much of the space under the 2nd floor eaves in the Town Hall Annex is another due to the lack of head room and the limit of usable space that can legally be captured for use on the second floor because of inaccessibility. In the Mass. Wildlife building, the structural integrity has been compromised in the rear portion of the main building, and the smaller garage is not practically usable in it's current state. Since these would involve substantial reconstruction to be useable, they have been eliminated as potentially usable in this study. These differences are accounted for the 'proposed usable column' in the Existing Building Assessment as compared to the 'usable square feet column'.

The conclusion of this assessment is that there are **50,129** usable square feet available in the existing buildings, and **74,897** usable square feet are potentially available in the buildings included in the Space Study.

Current Occupancy

The second collection of data in this assessment involves the current allocation of all the usable space currently occupied - specifically, how much space is utilized by the Town Manager, Municipal Properties, and so forth. This is summarized on page 19. The first column shows each area as

measured (labeled 'existing occupied space, taken as measured area'). The second establishes a comparative baseline for projected planning based upon current department needs. This is labeled 'initial program calculation taken by conventional means'. This was established to account for the differences in density of existing work spaces--where some groups are overcrowded and others are not--as well as current needs that are not accommodated such as equipment requiring shelter. Such equipment is either unprotected presently or is sheltered at Morrison Farm, which may be demolished.

The bottom line on occupancy is 49,935 usable square feet (USF) of space that is currently allocated to departments, and a calculated tally of 59,919 that is currently needed. To illustrate the current usage, each floor plate has been color coded to show the limits of space currently utilized by department. These are shown on pages 20 through 27.

Projected Program Needs

To project space needs, a Program Summary has been prepared for each Town department. These appear in pages 30 through 39 and are summarized as Projected Program Needs on page 29. Each summary includes office needs, such as workstations, files, box storage, etc. as well as equipment storage, such as vehicle garages.

Department needs are projected in four allocations: initial usable program (which matches 'initial program' on page 19), followed by a five year, a ten year, and a twenty year projection. The total

projected need for the four time periods is: 59,919 USF, 63,388 USF, 76,417 USF, and 80,166 USF respectively. The total need at the end of the study period exceeds 80,000 square feet. It is clear that the need exceeds not only the current space of just over 50,000 USF, but it also exceeds the potential available of just under 75,000 USF. This means that additional space will be needed for the Town services to grow as planned.

Proposed Space Allocation

The last section of this report outlines recommendations by Allegro Interior Architecture for accommodation of long term space needs. The summary of square footage allocations occurs on page 41, using a first year allocation, a midstream allocation, and an end game allocation. The timing of the mid-stream allocation may be between four and seven years, and the end game may be between ten and twenty years, depending on the speed with which the plan is implemented.

Regardless of the time frame attempted, the recommended order of events will stay the same. There are a series of 9 steps needed in order to first free up some swing space, and then to facilitate improvements building by building, as illustrated on pages 42 through 56. They are:

1. Windsor Building
2. Offsite Storage
3. Public Works Building
4. Council on Aging
5. Town Hall Annex
6. Acton Town Hall

7. New Council on Aging
8. New Recreation Center
9. Harris Street

The details are as follows:

1. Windsor Building - Make two floors of this building usable by replacing the existing interior stair with one that meets current code requirements, and installing a lift for accessibility. The existing rest rooms would need to be replaced. The result will be a long term use of the building for a large meeting room/community space on the first floor for meetings, book readings, indoor recreation, book sales, and the like. Two smaller meeting spaces will occur on the second floor. In the short term, the second floor will be used by Recreation as their office and registration space. (See page 42.)

2. Offsite Storage - Capture about 2,500 USF of offsite storage that is dedicated to boxed items from Finance, Town Clerk, and others who have noted that they have appropriate material. This will free up space for office functions.

2. Cemetary Office - This building is functioning well and projections for growth are almost nil. The only recommendation here is to consider moving the crew chief into the open office area, once the Recreation person moves out. Then the private office can be used for private meetings with the bereaved. (See page 43.)

3. Public Works Building - increase the capacity of this site by adding an office building across the

front of the existing structure, capturing the office space in the existing building for garage use, and adding a shelter along the North side of the site. This will do a couple of things for the Town. It will provide an office environment for the employees that offers better air quality by taking fresh air away from where vehicles are parked. This building would become the front door to constituents. It offers added office space so that Public Works, Engineering and Municipal Properties can be combined in one facility and share resources, as well as a meeting space. And it includes shelter for more equipment that should be protected from weathering so that the life expectancy of the equipment is not diminished in an accelerated way due to weathering. (See pages 44 through 47.)

4. Council on Aging - Add a self-contained function room to the existing building that can be erected without disruption to current activities in a cost effective way. This building will become the community's Recreation Center in the long term. In the short term, this room will increase the activity area of the facility and allow for interior alteration of the current living room to add offices and a reception window with visibility of the front door. This window will be come the future registration window for Recreation. (See pages 48 and 49.)

5. Town Hall Annex - The building known as the Red House will become an Annex to the Town Hall. This space will house the functions associated with health and well being: Nursing, Social work, and Veterans. A combination of lift and ramp will be used to make the front entry accessible. The rear exit will be moved 90 degrees toward the office area. There will be a meeting room on each floor.

The Social Worker could store all give away items on the second floor, and would meet with people in the first floor meeting room only (not upstairs in his/her office). Emergency Management (EM) would move to this facility with an office on the 2nd floor for better functioning for volunteers, vehicles in the garage, and storage in the basement. This puts EM closer to Town Hall and allows for elimination of the School Street building from the Town portfolio. (See page 50.)

6. Acton Town Hall - Once the Nursing and Social Work departments are removed from the Town Hall building, interior alterations can occur to improve functioning and growth of several departments. Beginning with the 2nd floor and mezzanine, these will become open office space for IT. They will be used temporarily as swing space while improvements are made in the Town Manager and Human Resources areas, followed by the ground floor departments. Ground floor improvements will affect the Mail Room, the Land Planning group (Planning, Buildings, Health, and Natural Resources), Finance, Assessor, and Town Clerk. One large rolling file system is recommended on the ground floor of the building to manage records more efficiently and to keep them immediately accessible to those who serve the public. At the end of Town Hall improvements, there will be five meeting rooms in this building in addition to the large Main Public Meeting room. (See pages 51 through 53.)

7. New Council on Aging - To accommodate the dramatic increase in needs projected for the Council on Aging, a new facility is needed, similar in scale to the one proposed on Quarry Road. Based

on the program, this will need to be about 17,600 USF. (See page 54.)

8. New Recreation Center - The building at 50 Audubon Street will become a community Recreation Center. (See page 55.)

9. Harris Street - The buildings at 66 Harris Street were investigated for potential use. Knowing that it will take 2 to 3 years to obtain the building, followed by substantial construction to remove part of the structure and to create toilet rooms. The window of time in which this building would be utilized before the Audubon Street becomes available is about 3 years, which makes the investment less than advantageous for the Town. (See page 56.)

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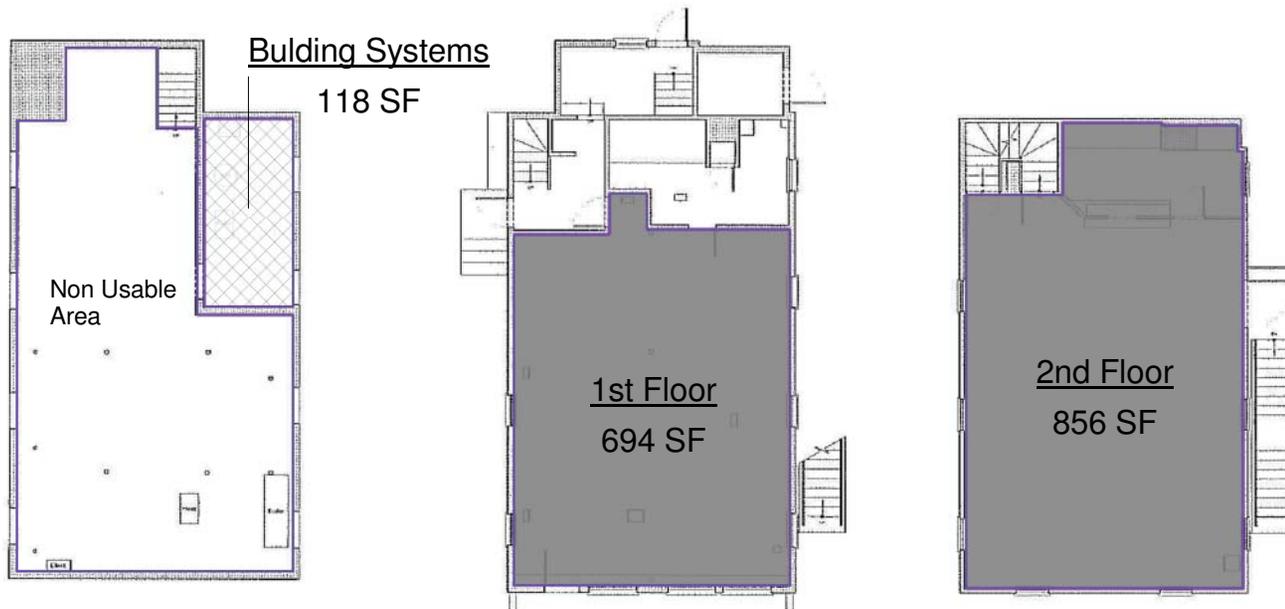
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EXISTING BUILDING ASSESSMENT

The following spreadsheet shows estimated usable square footages of existing buildings currently in use by the Town of Acton, plus others that are available. Note that the estimates are based on scanned images of the building footprints and were taken prior to existing conditions surveys. The last column shows adjustments based on feasibility.

BUILDING AREA	USABLE SQUARE FEET	CURRENT GROSS	PERCENT MARKUP	PROPOSED USABLE
Acton Cemetery Office, 104 Concord Road	2,310	2,520	109.09%	2,310
First Floor	1,155			1,155
Basement	1,155			1,155
Acton Public Works, 14 Forest Road	18,692	19,200	102.72%	18,692
Office Area in Existing	2,537			2,537
Equipment Area in Existing	13,788			13,788
Locker rooms/support	2,367			2,367
Acton Senior Center	5,370	6,704	124.84%	5,370
First Floor	4,370			4,370
Basement	1,000			1,000
Town Hall Annex (Red House), 468 Main St.	4,325	5,404	124.95%	4,325
Second Floor	919			919
First Floor	1,397			1,397
Basement	1,434			1,434
Garage	575			575
Emergency Management, 3 School Street	1,892	2,592	137.00%	1,892
Second Floor	618			618
First Floor	618			618
Basement	656			656
Acton Town Hall, 472 Main Street	16,010	24,144	150.81%	16,010
Mezzanine	925			925
Second Floor	3,312			3,312
First Floor	3,201			3,201
Ground Floor	8,572			8,572
West Acton Library, 21 Windsor Ave.	1,530	2,008	131.24%	1,530
Second Floor	495			495
First Floor	1,035			1,035
TOTAL USABLE SQUARE FEET	50,129			50,129
Windsor Building, 18 Windsor Ave.	1,550	2,952	190.45%	1,107
Second Floor	856			413
First Floor	694			694
Offsite Storage	2,500			2,500
Consolidate sq. ft. offsite storage: densefiling for				2,500
Proposed Senior Center	17,581			17,581
Mass. Wildlife, 66 Harris Street	4,905			3,580
Main Building Front	2,175			2,175
Main Building Rear	755			0
Primary Garage	1,405			1,405
Secondary Garage	570			0
TOTAL USABLE SQUARE FEET	76,665			74,897





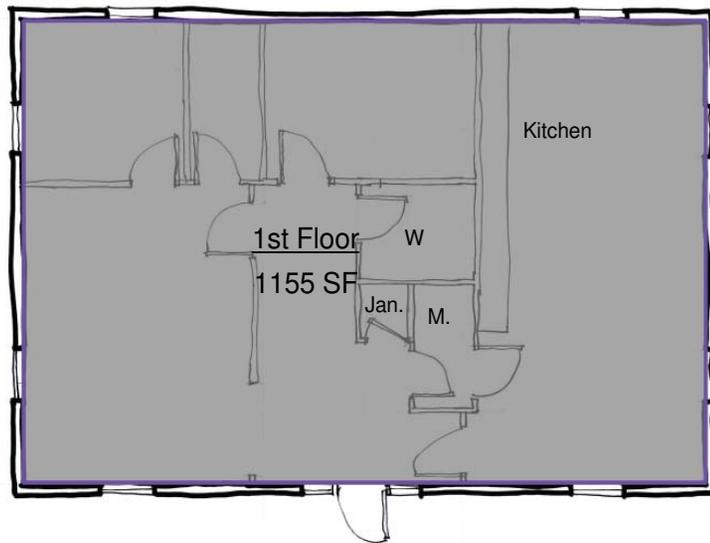
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Estimated Floor Usable Square Feet

Windsor Building
 18 Windsor Avenue, Acton



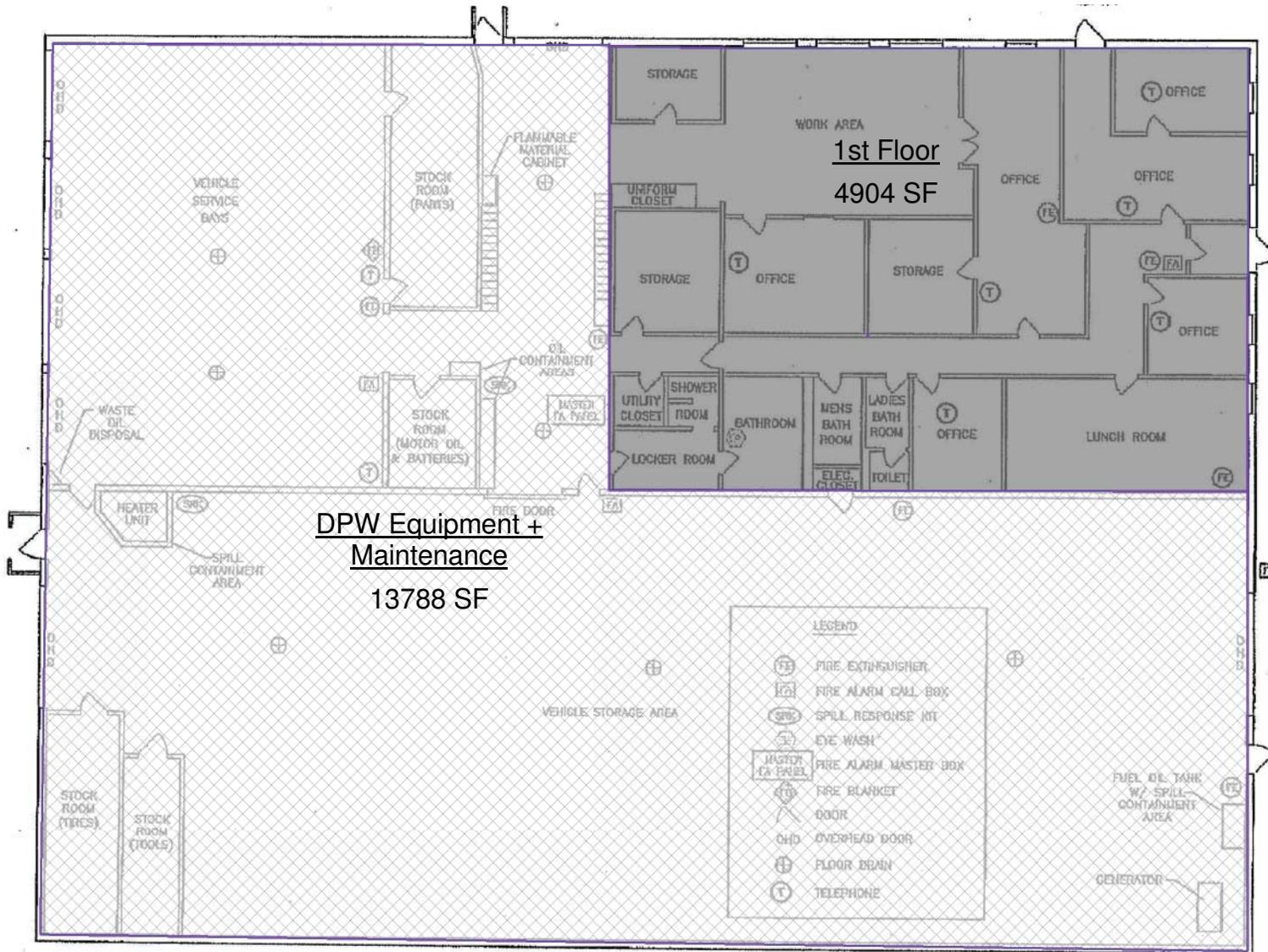


Estimated Floor Usable Square Feet

Cemetery Office
104 Concord Road, Acton

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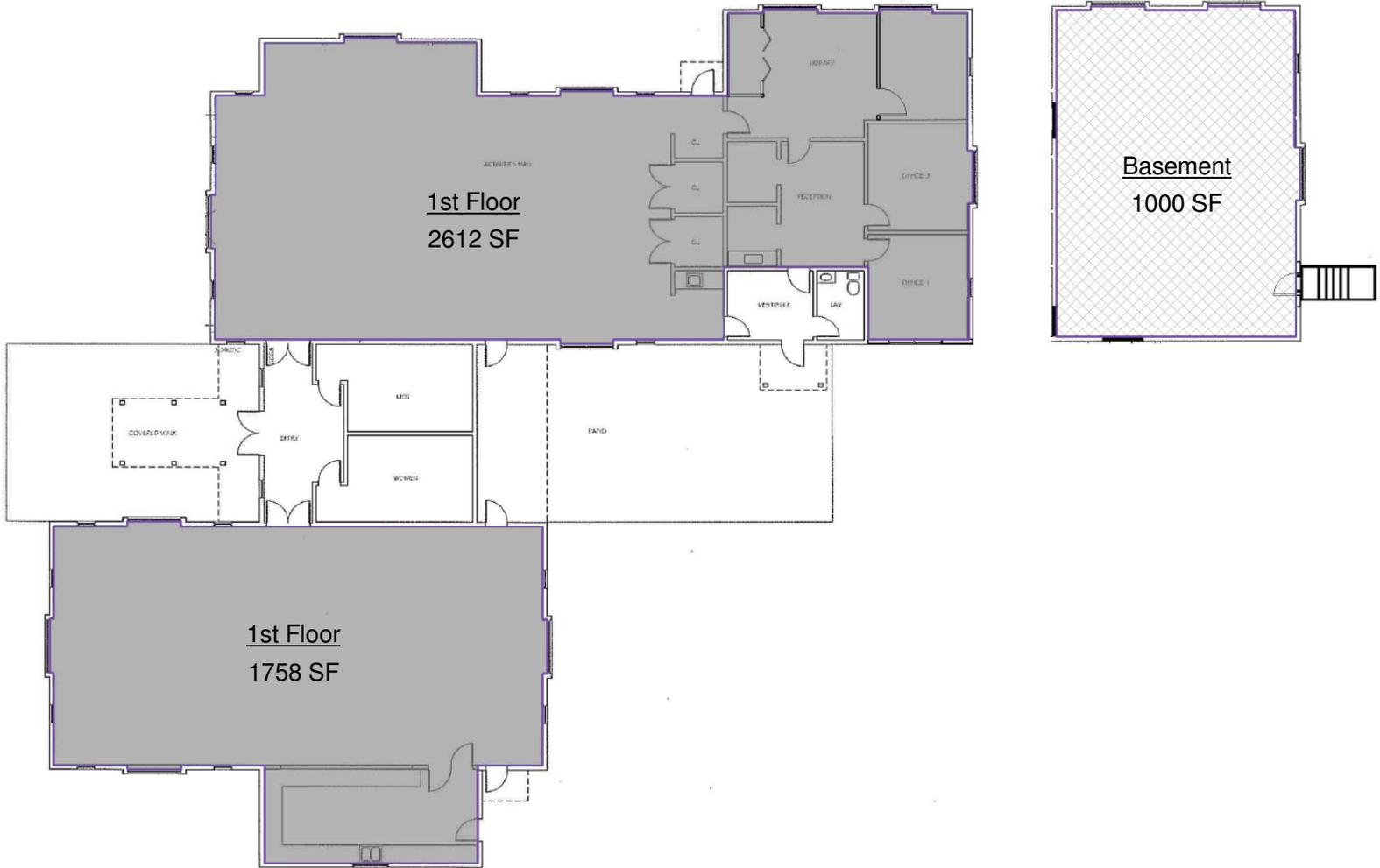


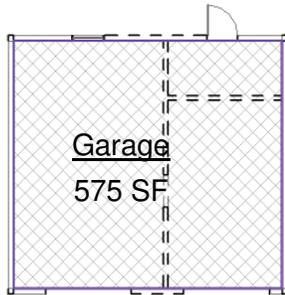
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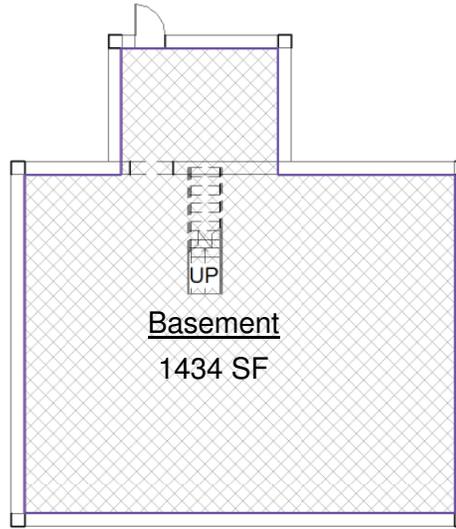
Estimated Floor Usable Square Feet

Public Works Building
 14 Forest Road, Acton

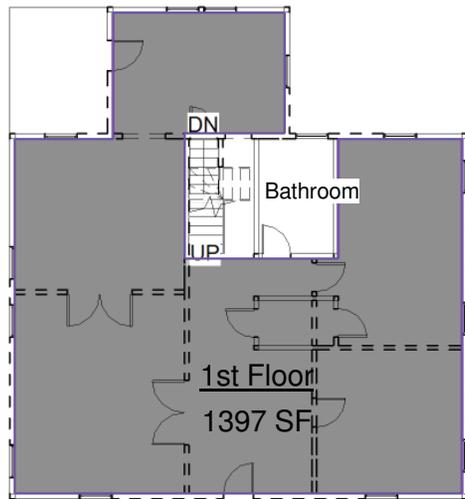




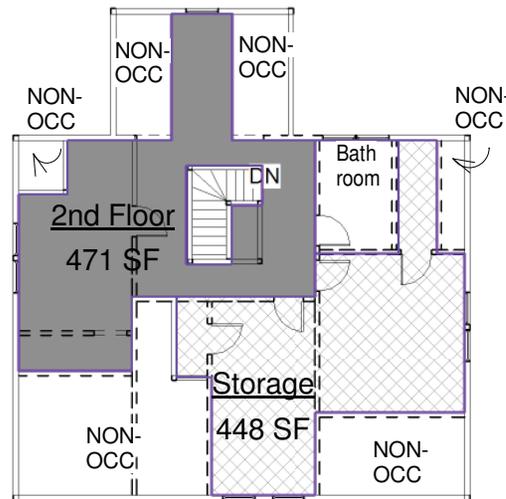
GARAGE



BASEMENT



1ST FLOOR



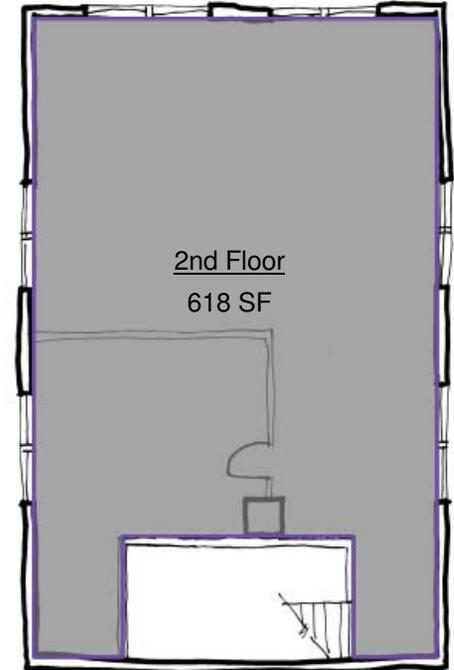
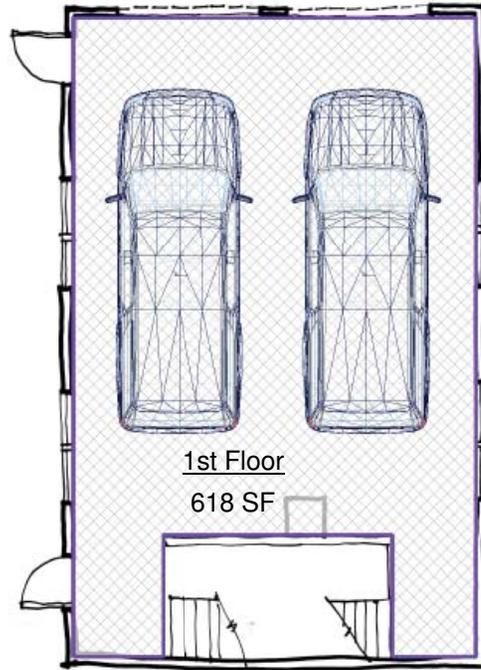
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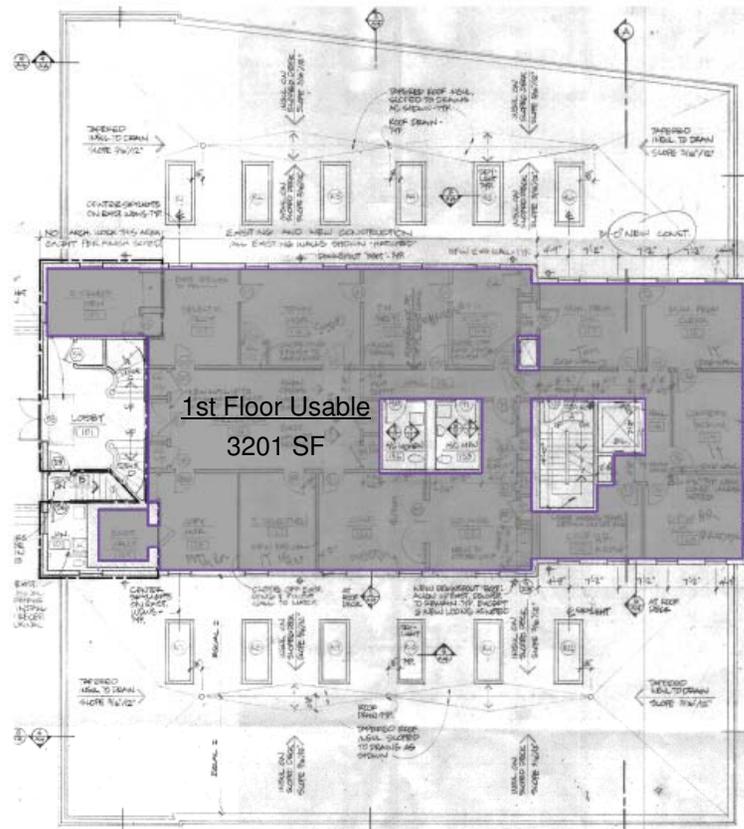
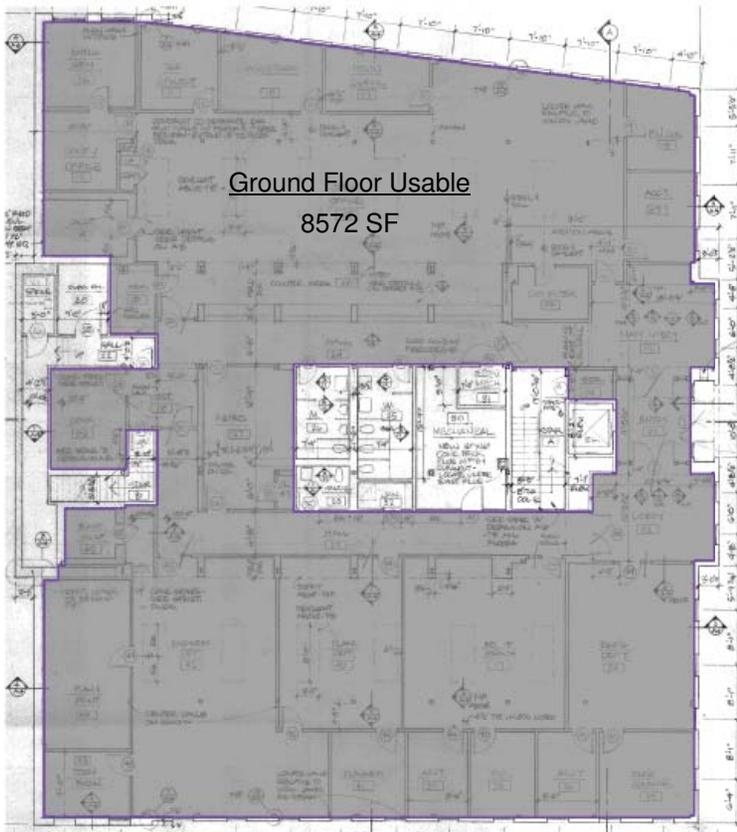
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Estimated Floor Usable Square Feet

Town Hall Annex (Red House)
 468 Main Street, Acton





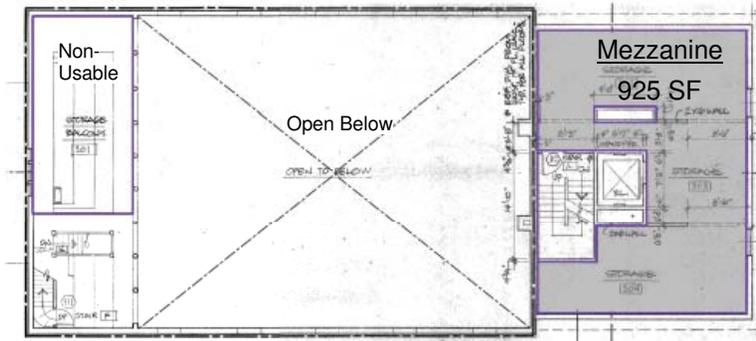
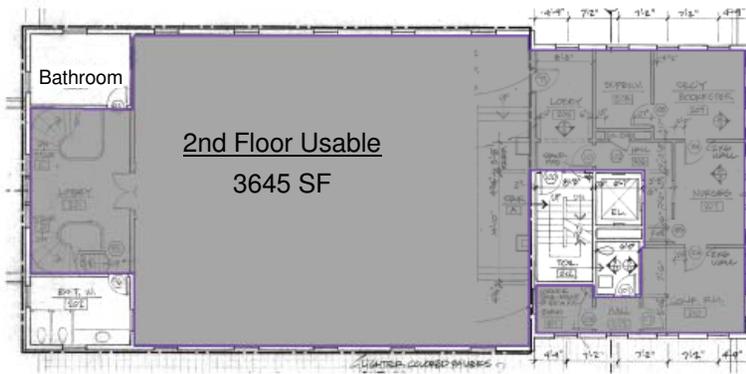
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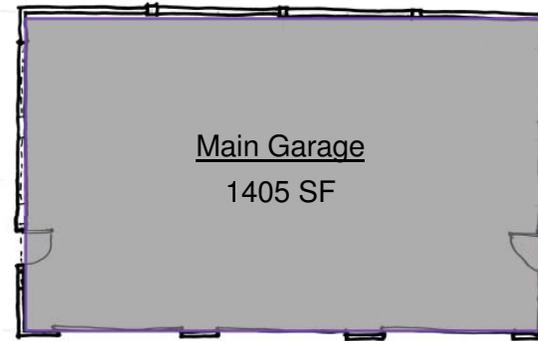
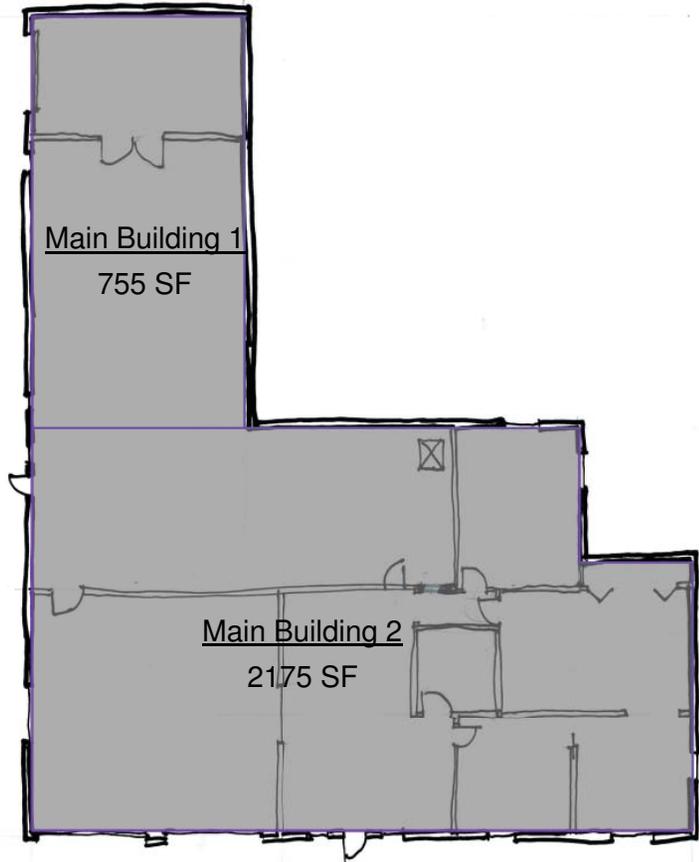
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Estimated Floor Usable Square Feet

Acton Town Hall
 472 Main Street, Acton

14





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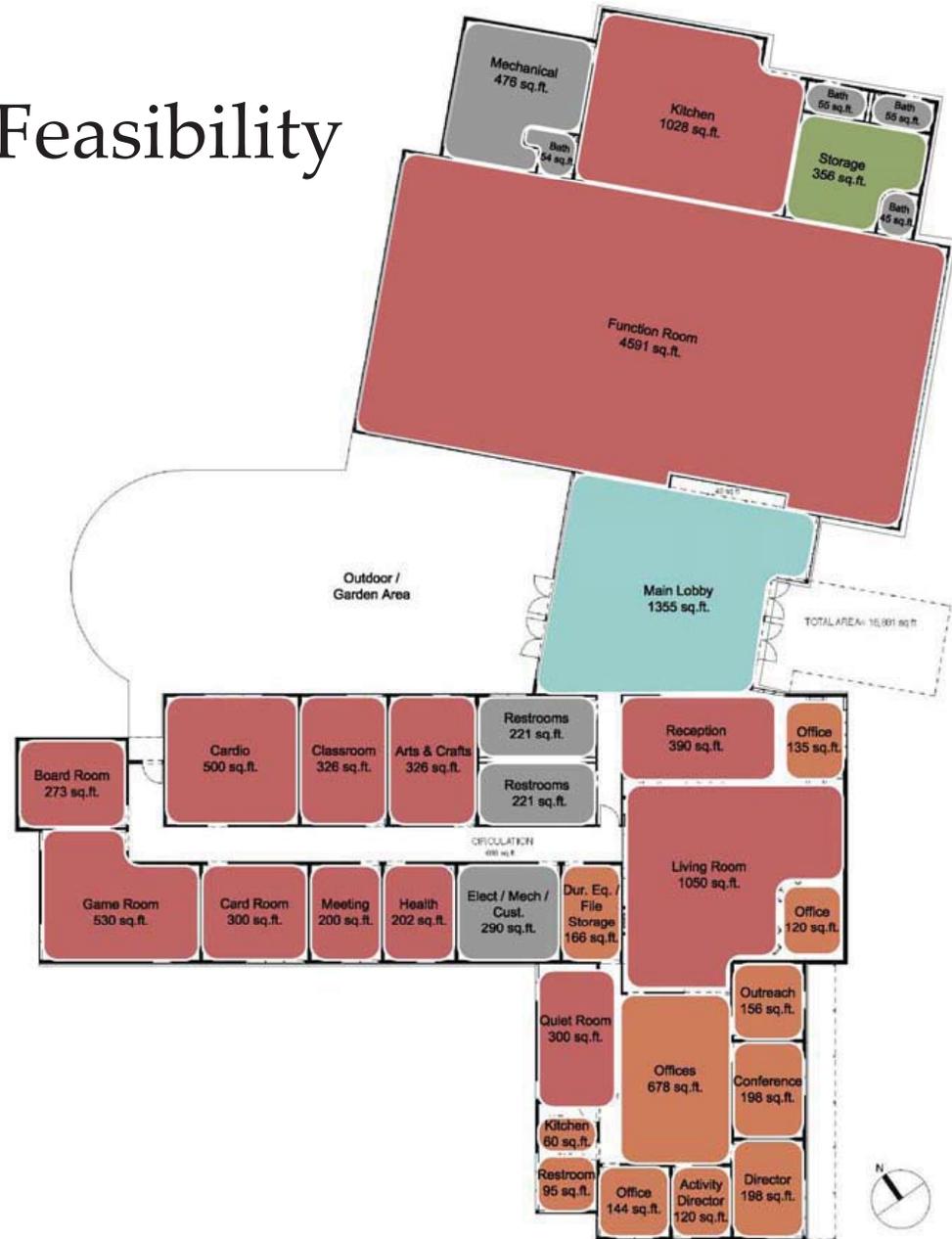
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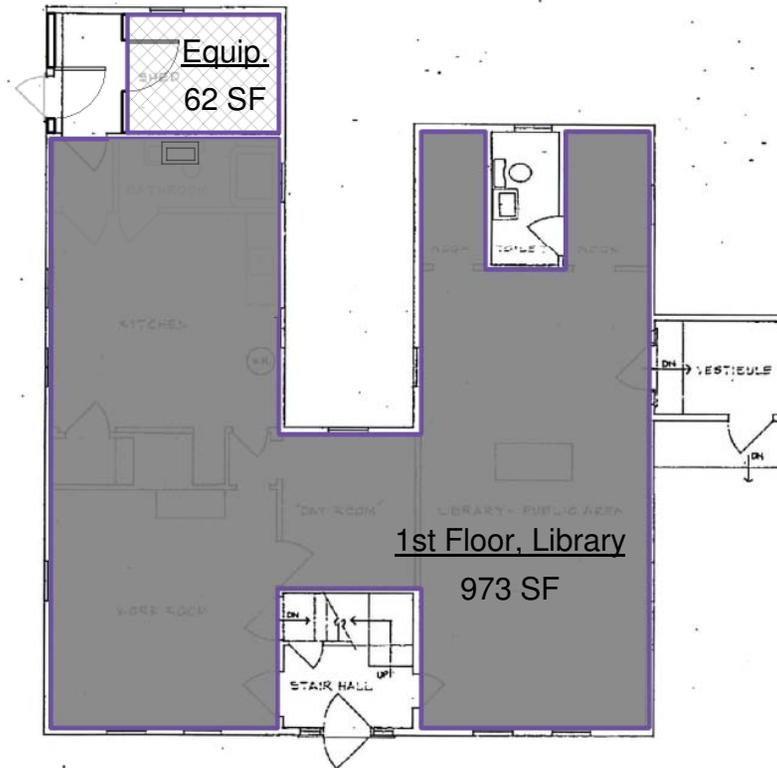
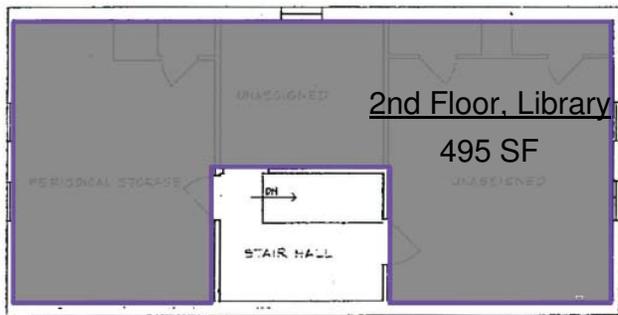
Harris Street
66 Harris Street, Acton

16

Preliminary Feasibility Design



● ARTICLE 13 CAPITAL IMPROV



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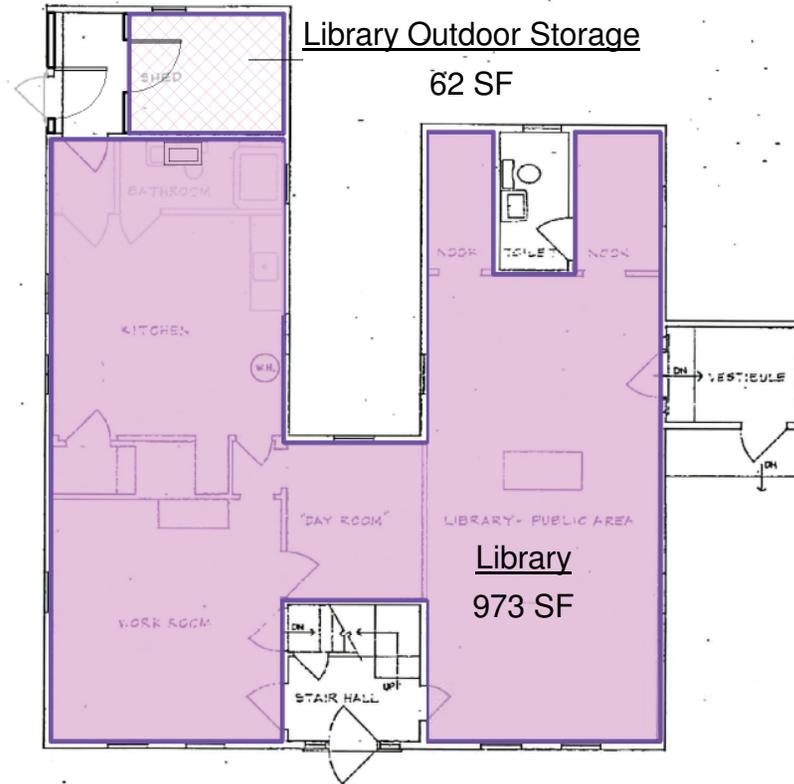
Estimated Floor Usable Square Feet

West Acton Citizen's Library
 21 Windsor Avenue, Acton

18

CURRENT OCCUPANCY

DEPARTMENTS	EXISTING OCCUPIED SPACE TAKEN AS MEASURED AREA	INITIAL PROGRAM CALCULATION TAKEN BY CONVENTIONAL MEANS (SAME PROGRAM)
Assessing	876	641
Building	886	899
Cemetery	2,310	2,310
Conserv./Nat. Resources	808	985
Council on Aging	5,352	5,088
Engineering	1,666	1,070
Emergency Management	1,892	1,992
Finance	2,679	4,024
Health	1,010	994
Human Resources	494	532
Information Technology	1,213	1,672
Municipal Properties	2,222	2,733
Nursing	950	1,896
Planning	721	721
Public Works	17,737	21,393
Recreation	493	1,310
Social Work	216	243
Town Clerk	1,033	2,287
Town Manager	1,224	1,870
Veteran's	409	389
West Acton Library	1,530	1,535
Common Areas	4,214	5,336
TOTAL OCCUPIED SPACE	49,935	59,919

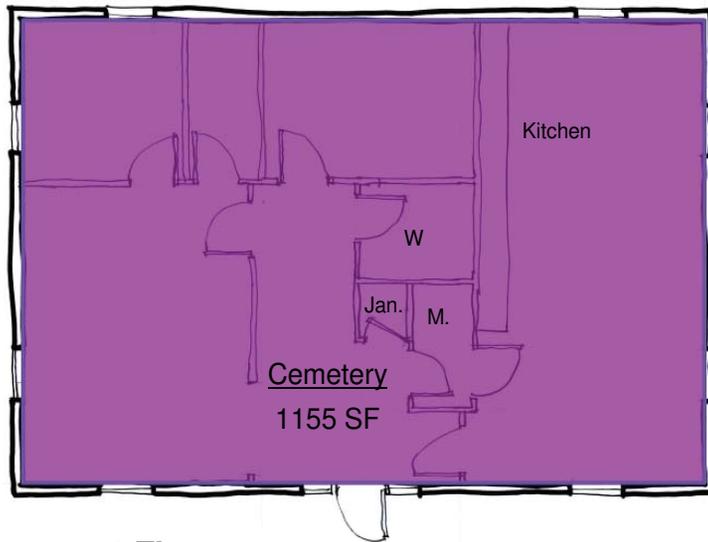


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Estimated Current Department Usable Square Feet

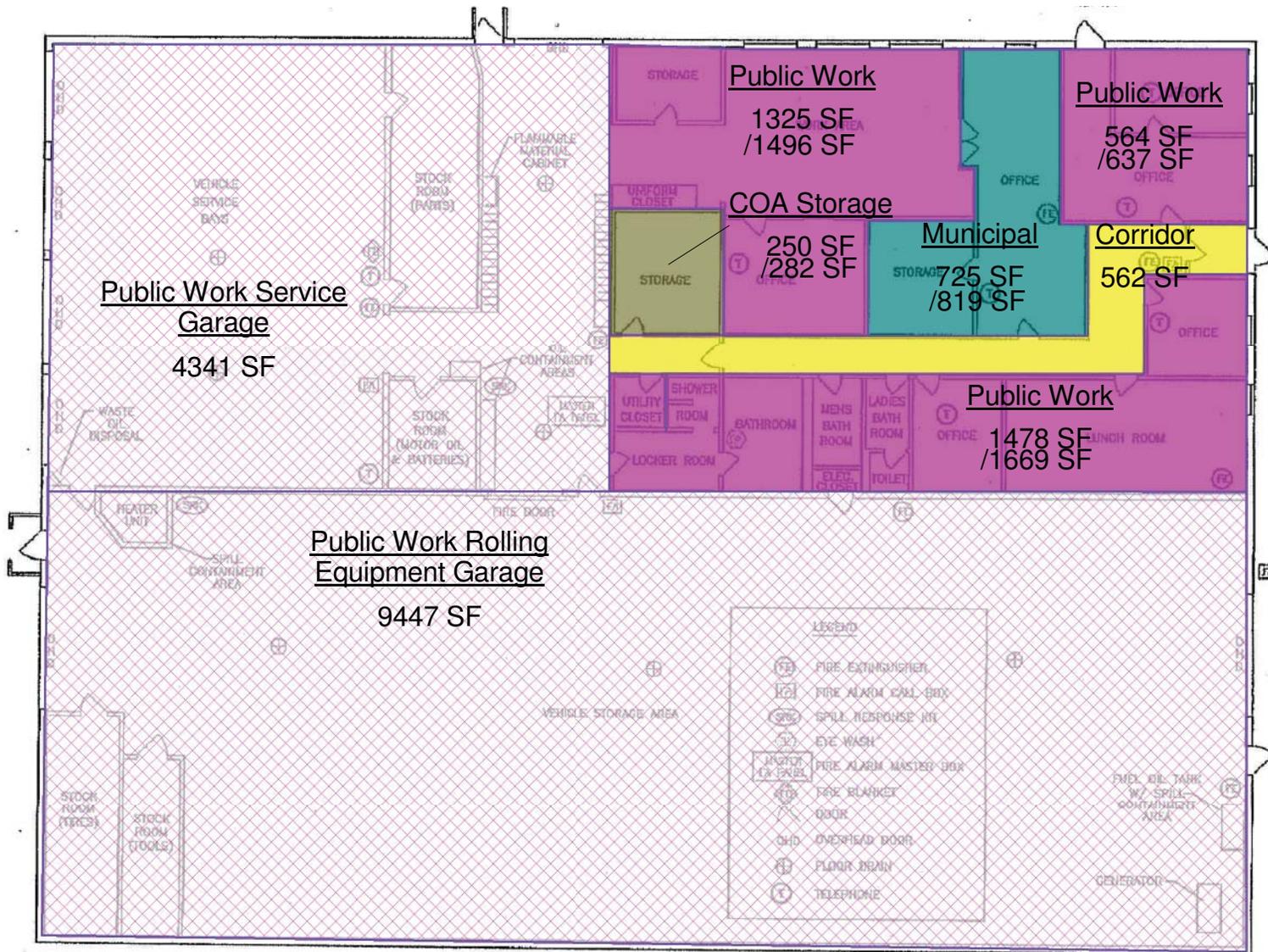
West Acton's Citizen Library
 21 Windsor Avenue, Acton



1st Floor



BASEMENT

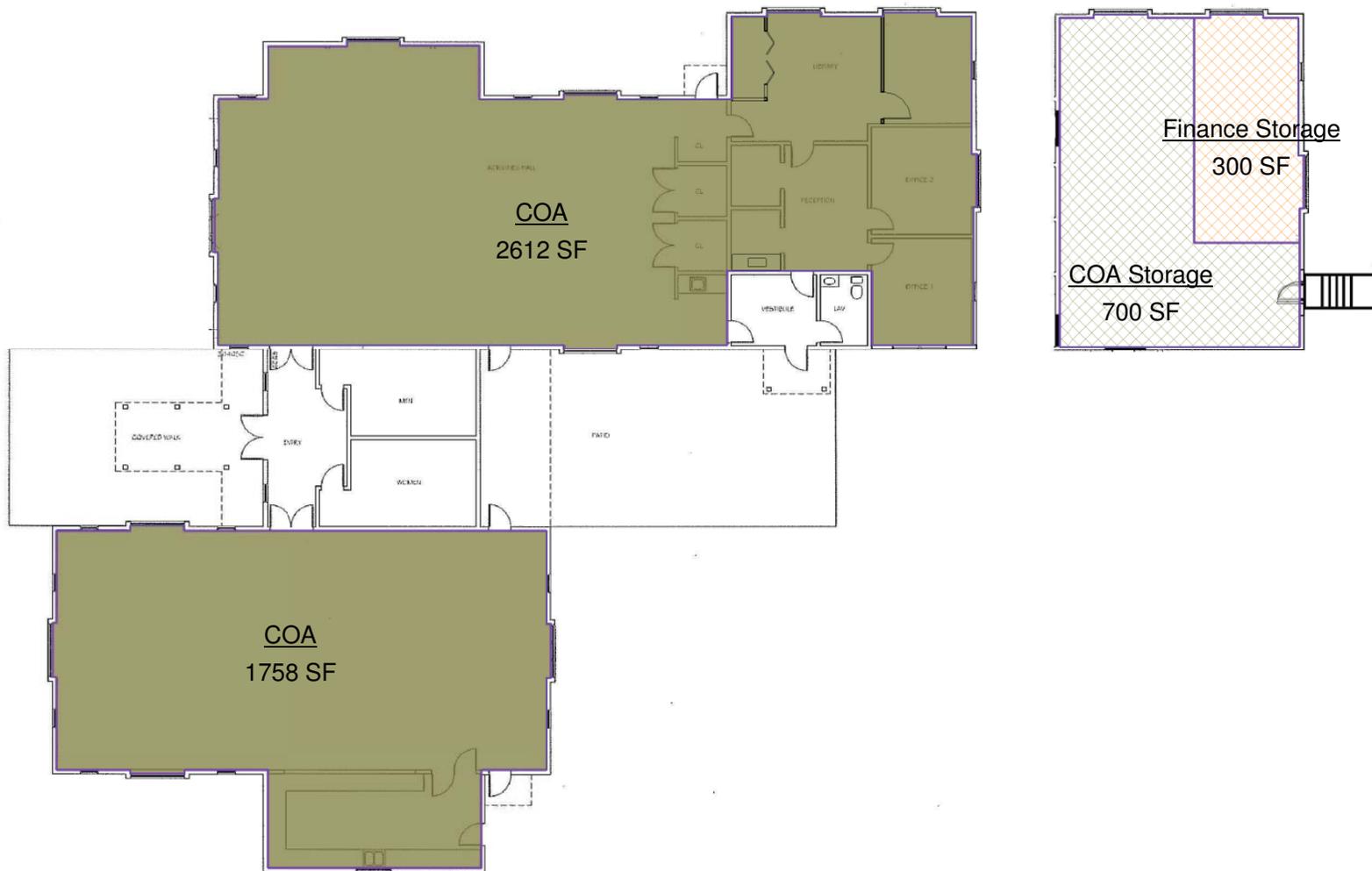


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Estimated Current Department Usable Square Feet

Public Works Building
 14 Forest Road, Acton

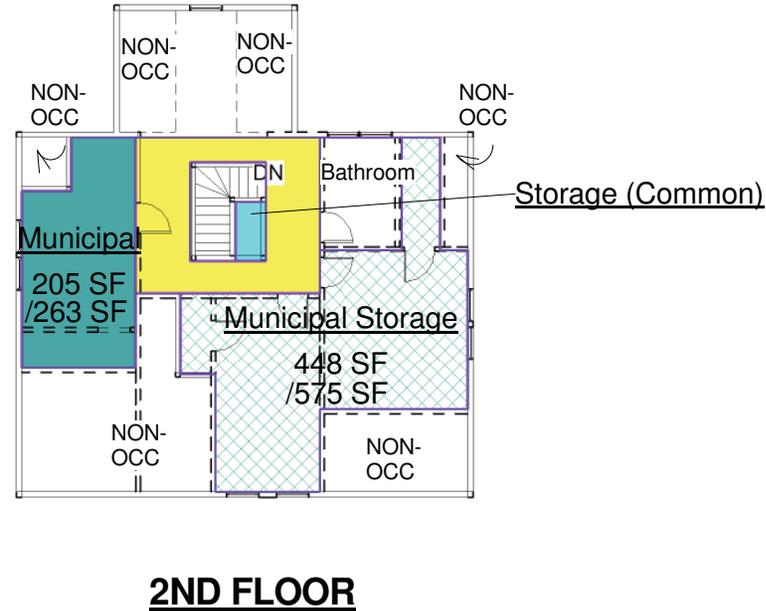
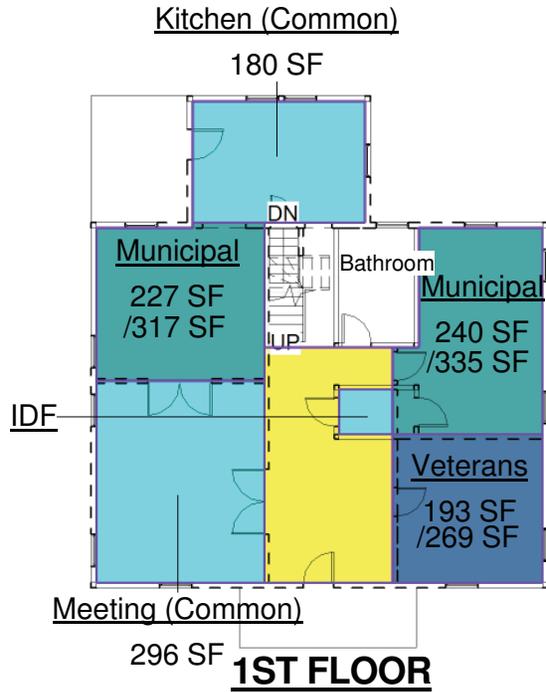
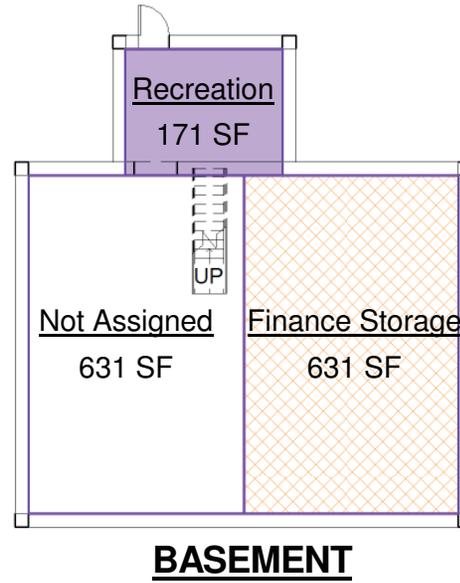
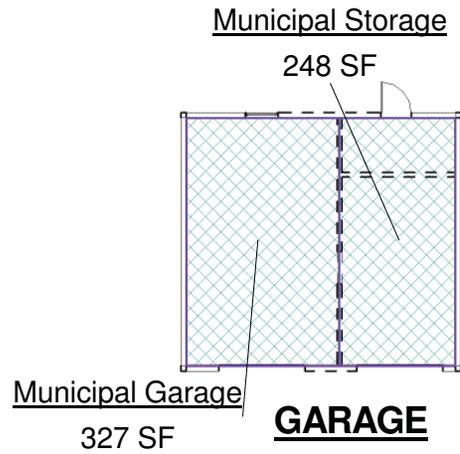


Estimated Current Department Usable Square Feet

Council on Aging
50 Audubon Drive, Acton

Date: 01/21/2013
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Checked By: JK

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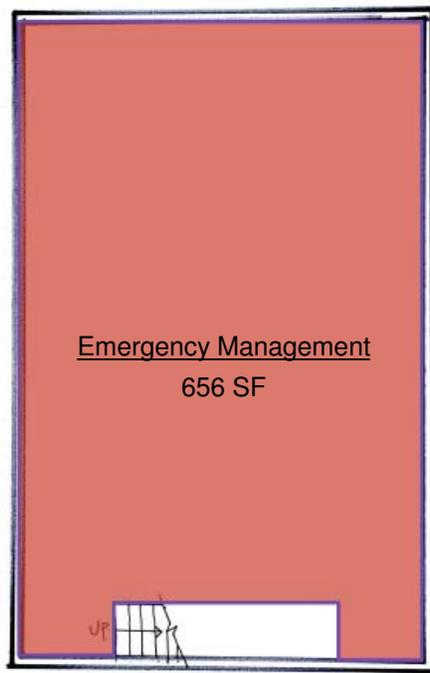


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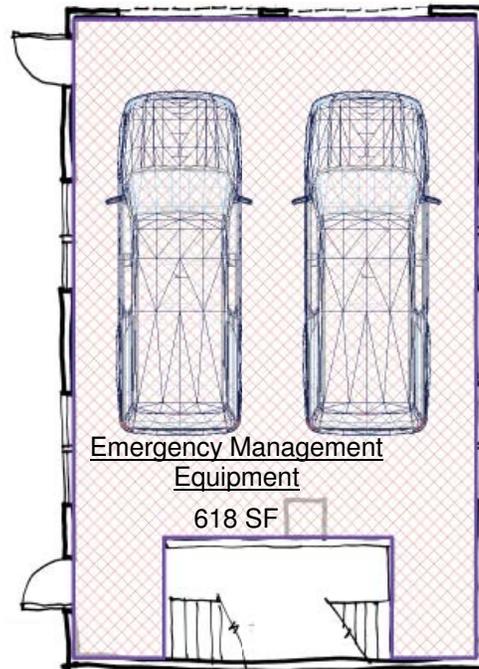
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Estimated Current Department Usable Square Feet

Town Hall Annex (Red House)
 468 Main Street, Acton



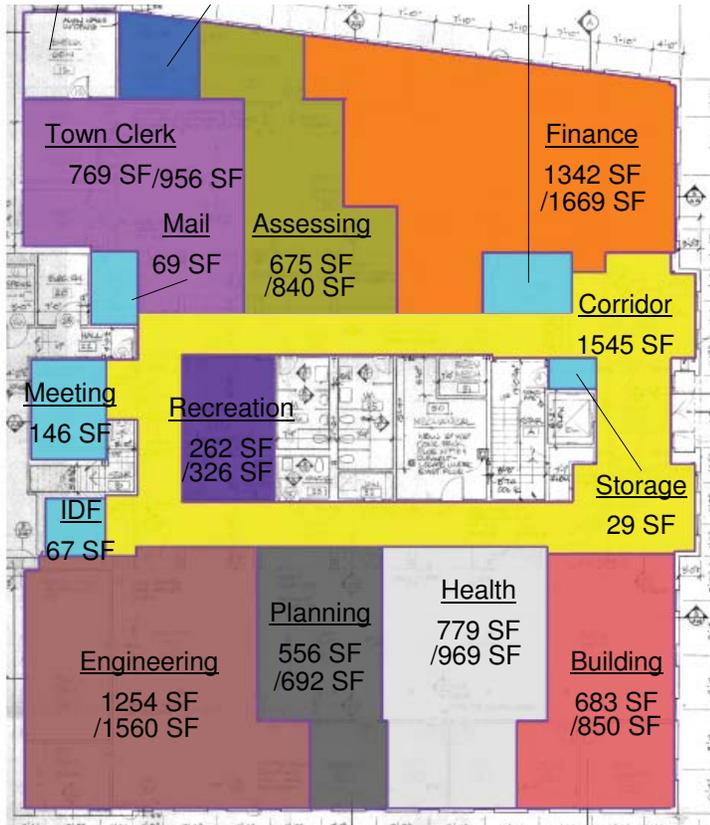
BASEMENT



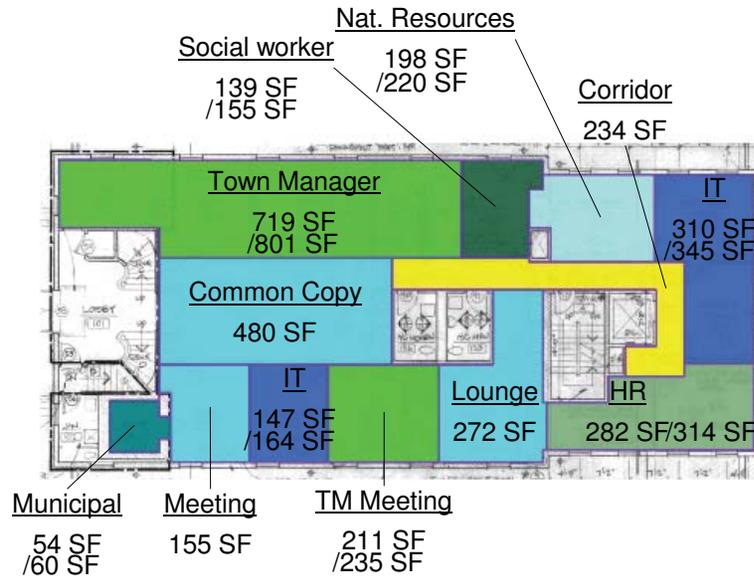
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2ND FLOOR



GROUND FLOOR



1ST FLOOR

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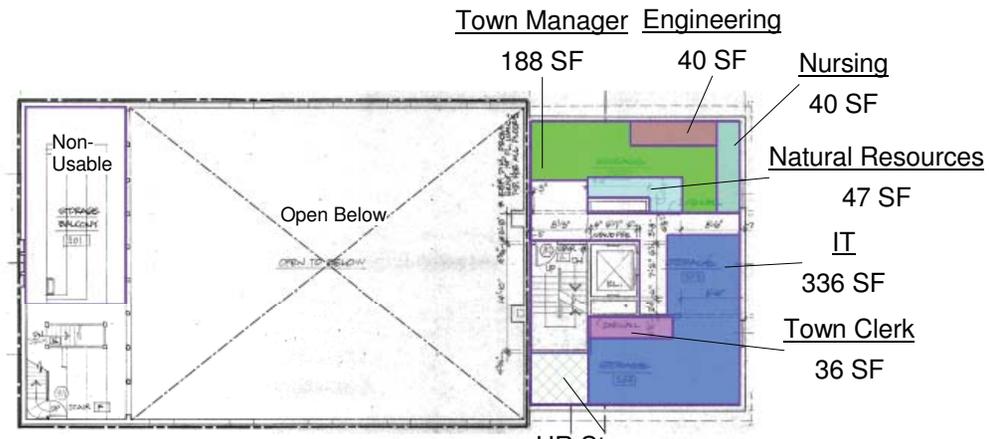
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Estimated Current Department Usable Square Feet

Acton Town Hall
 472 Main Street, Acton



2ND FLOOR



PROJECTED PROGRAM NEEDS

DEPARTMENTS	INITIAL USABLE PROGRAM	FIVE-YEAR PROJECTED PROGRAM	TEN-YEAR PROJECTED PROGRAM	TWENTY- YEAR PROJECTED PROGRAM
Assessing	641	641	641	641
Building	899	698	698	698
Cemetery	2,310	2,310	2,310	2,310
Conserv./Nat. Resources	985	918	918	918
Council on Aging	5,088	6,198	17,581	17,581
Engineering	1,070	1,130	1,210	1,030
Emergency Management	1,992	1,992	1,992	1,992
Finance	4,024	4,364	4,527	5,365
Health	994	716	716	716
Human Resources	532	532	532	532
Information Technology	1,672	2,425	2,488	2,631
Municipal Properties	2,733	2,669	2,626	2,583
Nursing	1,896	1,913	1,931	1,931
Planning	721	789	858	858
Public Works	21,393	21,381	21,369	21,369
Recreation	1,310	2,442	3,097	3,897
Social Work	243	243	243	243
Town Clerk	2,287	1,745	1,773	3,318
Town Manager	1,870	1,870	1,870	1,870
Veteran's	389	433	442	459
West Acton Library	1,535	2,229	2,229	2,229
Common Areas	5,336	5,748	6,366	6,996
TOTAL OCCUPIED SPACE	59,919	63,388	76,417	80,166

Town of Acton - Program Summary

Common Areas

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Quantity	Extended Usable Program
Ancillary											
Main Public Meeting <i>Seats 95 Assembly Style Seats & at front table</i>	1	2,735	2,402	1	2,402	1	2,402	1	2,402	1	2,402
Manager's Meeting Room <i>20 seats requested (8 today) preferred near Town Manager</i>	1	211	700	1	700	1	700	1	700	1	700
Meeting Rooms <i>Existing size varies Proposed 5-6 over time</i>	2	451	300	5	1,500	5	1,500	7	2,100	9	2,700
Meeting Rooms <i>Land Use; shared by Nat. Res., Health, Planning, Building</i>	1		400	0	0	1	400	1	400	1	400
Mail Room <i>Recommend Hamilton Sorter product for 140 USF room</i>	1	69	260	1	260	1	260	1	260	1	260
shared copy/waiting	1	480	106	1	106	1	106	1	106	1	106
computer room	1	106	106	1	106	1	106	1	106	1	106
IDX closets	2	88	44	2	88	2	88	2	88	2	88
Supply closets	2	44	22	2	44	2	44	2	44	2	44
Historic Commission Files <i>The is no staff (volunteers) This is expected to grow</i>	5	30	6	5	30	7	42	10	60	15	90
Bottled Water Storage <i>single room or closet currently scattered</i>	0	0	50	1	50	1	50	1	50	1	50
Total Programmable (Ancillary)		4,214			5,336		5,748		6,366		6,996
Isolated Rooms No Circulation Factor		0			0		0		0		0
Total Usable Square Footage		4,214			5,336		5,748		6,366		6,996

The Selectmen do not need an office, but they need access to meeting space and the historic files.
 The Social Worker needs access to a small meeting room for conversations with the families.
 The Nursing department needs access to a meeting room with (14) seats for their group, which includes per diem HHA Aids and Nurses.
 Recreation needs small meeting space to discuss health issues with parents.
 Recreation needs a large meeting space for occasional meeting with seasonal staff.
 The Nursing director meets monthly with Police department, Fire department and Council on Aging.
 Nursing needs access to a meeting room for 14 people.
 The Cemetery Secretary meets with the Cemetery Committee.
 Town Clerk needs a place for temporary help to come in an work seasonally.

Town of Acton - Program Summary

Assessing

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Quantity	Extended Usable Program
Workspaces											
Assessor Office	1	0	120	1	120	1	120	1	120	1	120
Workstation <i>Assessor Clerk (2) part time people shared</i>	3	0	80	3	240	3	240	3	240	3	240
Total Occupied Space	4	0		4	360	4	360	4	360	4	360
Ancillary											
Allowance for printers		0	20	2	40	2	40	2	40	2	40
Total Ancillary Space		0			88		88		88		88
Total Programmable (Occ + Anc)		0			448		448		448		448
Circulation factor at 30% of total usable		0			193		193		193		193
Total Usable Square Footage		876			641		641		641		641

Town of Acton - Program Summary

Building

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Quantity	Extended Usable Program
Workspaces											
Professional Office <i>Department Head</i>	2	240	120	2	240	1	120	1.00	120	1.00	120
Open Workspace <i>Building Staff</i>	1	64	64	1	64		0		0		0
Open Workspace, Planning <i>Building Staff</i>		0	80		0	2	160	2.00	160	2.00	160
Open Workspace, Partial use <i>Inspectors</i>		0	48		0	4	192	4.00	192	4.00	192
Reception Counter <i>Cheryl's workstation</i>	1	48	48	1	48	0	16	0.33	16	0.33	16
Total Occupied Space	4	352	4	352	7	488	7	488	7	488	488
Ancillary											
Microfilm Station	1	20	20	1	20		0		0		0
Lateral File, 42"	5	65	13	5	65		0		0		0
Vertical File, 24"	22	132	6	22	132		0		0		0
Flat File	1	20	20	1	20		0		0		0
Meeting table (3 person)	1	28	28	1	28		0		0		0
Bookshelf	1	12	12	1	12		0		0		0
Total Ancillary Space	277	277	277	277	277	0	0	0	0	0	0
Total Programmable (Occ + Anc)	629	629	629	629	629	488	488	488	488	488	488
Circulation factor at 30% of total usable		270		270		210		210		210	
Total Usable Square Footage	886	886	886	886	886	698	698	698	698	698	698

Town of Acton - Program Summary

Cemetary

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Quantity	Extended Usable Program
Workspaces											
Crew Chief Office	1	0	120	1	120	1	120	1	120	1	120
Cemetary Secretary Office <i>This doubles as records room. Needs to seat (3) senior guests.</i>	1	0	200	1	200	1	200	1	200	1	200
Total Occupied Space	2	0	2	320	2	320	2	320	2	320	320
Ancillary											
Crew Work Room <i>includes kitchen, large table</i>	1	0	415	1	415	1	415	1	415	1	415
Copier <i>included in Secretary office</i>	1	0	0	1	0	1	0	1	0	1	0
History Vault	1	0	40	1	40	1	40	1	40	1	40
Groundskeeping Supply	1	0	120	1	120	1	120	1	120	1	120
Total Ancillary Space	0	0	575	575	575	575	575	575	575	575	575
Total Programmable (Occ + Anc)	0	0	895	895	895	895	895	895	895	895	895
Circulation allowance		0		260		260		260		260	
Total Usable Square Footage	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155
Rolling Equipment											
Three-Bay Garage <i>Includes storage</i>	1	0	1,155	1	1,155	1	1,155	1	1,155	1	1,155
		0	0	0	0	0	0	0	0	0	0
Total Rolling Equipment	0	0	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155
Circulation allowance (self-contained)		0		0		0		0		0	
Total Usable Square Footage	2,310	2,310	2,310	2,310	2,310	2,310	2,310	2,310	2,310	2,310	2,310

One Recreation person shares the office with the Cemetary Secretary. They should be separated due to the conflicting nature of the issues.

The Secretary meets with people frequently to make arrangements. Note that the office is not currently set up for that.

More storage is needed for equipment. Cemetary equipment is currently crowded

Some of their equipment is currently stored in the barn at Morrison Farms.

Note that the Crew Chief and Cemetary Secretary share the large office, and make the small room a meeting space?

Town of Acton - Program Summary
Conservation/Natural Resources

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Projection	Extended Usable Program
Workspaces											
Professional Office <i>Department Head</i>	0	0	120	1	120	1	120	1	120	1	120
Open Workspace (L) <i>Staff</i>	2		64	1	64	1	64	1	64	1	64
Open Workspace	0	0	48	0	0	1	48	1	48	1	48
Total Occupied Space	2	0	212	2	184	3	232	3	232	3	232
Ancillary											
Lateral File, 42"	4		13	4	52	1	13	1	13	1	13
Meeting table (3 person) <i>moves into office</i>	1		28	1	28		0		0		0
Bookshelf <i>moves into office</i>	1		12	1	12		0		0		0
Bench Seat <i>moves into office</i>	1		16	1	16		0		0		0
Remote Storage <i>currently in Town Hall mezzanine</i>	1		47	1	47	1	47	1	47	1	47
	0		0		0		0		0		0
Total Ancillary Space	0	0	155	7	155	2	60	2	60	2	60
Total Programmable (Occ+ Anc)	0	0	339	8	339	3	292	3	292	3	292
Circulation factor at 30% of total usable	0		146		126		126		126		126
SubTotal Usable Square Footage	308	0	485	9	418	4	418	4	418	4	418
Rolling Equipment											
Rolling Equipment Storage <i>Currently in Morrison Farm Barn</i>	1	500	500	1	500	1	500	1	500	1	500
Total Rolling Equipment	1	500	500	1	500	1	500	1	500	1	500
Circulation contained within	0		0		0		0		0		0
Total Usable Square Footage	808	0	985	10	918	5	918	5	918	5	918

Town of Acton - Program Summary
Council on Aging

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Projection	Extended Usable Program
Workspaces											
Professional Office <i>COA Director</i>	1		120	1	120	1	120	0	0	0	0
Professional Office <i>COA Director</i>	0		200	0	0	0	0	1	200	1	200
Enclosed Office <i>COA Staff</i>	1		120	1	120	2	240	5	600	5	600
Open Workspace	0		64	0	0	1	64	0	0	0	0
Open Workspace	0		678	0	0	0	0	1	678	1	678
Reception	1		64	1	64	1	64		0		0
New Reception	0		390	0	0	0	0	1	390	1	390
Open Workspace (L) <i>COA Staff</i>	2		80	2	160	1	80	1	80	1	80
Total Occupied Space	5	0	1,042	5	464	6	568	9	1,948	9	1,948
Ancillary											
Library/Meeting	0	1,000	0	250	1	1,000	1	1,000	1	1,000	1,000
Game Room	0	530	0	0	0	0	1	530	1	530	530
Card Room	0	300	0	0	0	0	1	300	1	300	300
Classroom/Arts & Craft	0	326	0	0	0	0	2	652	2	652	652
Board Room	0	273	0	0	0	0	1	273	1	273	273
Meeting	0	200	0	0	0	0	2	400	2	400	400
Meeting <i>to be in Eric's area</i>	1	150	1	150	1	150	0	0	0	0	0
Health Room	0	202	0	0	0	0	1	202	1	202	202
Cardio	0	500	0	0	0	0	1	500	1	500	500
Durable Equipment/File	0	166	0	0	0	0	1	166	1	166	166
Quiet Room	0	300	0	0	0	0	1	300	1	300	300
Living Room	0	1,050	0	0	0	0	1	1,050	1	1,050	1,050
Main Lobby	0	1,355	0	0	0	0	1	1,355	1	1,355	1,355
Function Room/Dining	0	4,591	0	0	0	0	1	4,591	1	4,591	4,591
Function Room Storage	0	356	0	0	0	0	1	356	1	356	356
Kitchen	0	1,028	0	0	0	0	1	1,028	1	1,028	1,028
Kitchen	1	250	1	250	1	250	0	0	0	0	0
Storage <i>Med+Office Supplies, freq.</i>	1			1	1,100	1	1,100		0		0
<i>Gen Storage (chairs, games, etc)</i>			100	1							
<i>Medical Equipment, infreq.</i>			200	1							
Dining Hall	1	1,500	1	1,500	1	1,500	0	0	0	0	0
Nursing Station	1	200	200	1	200	1	200	0	0	0	0
Total Ancillary Space	0	17,581	0	3,450	4,200	12,703	12,703	14,651	14,651	14,651	14,651
Total Programmable (Occ + Anc)	0	0	3,914	4,768	14,651	14,651	14,651	14,651	14,651	14,651	14,651
Circulation factor 23/16% of total	0		1,174		1,430		2,930		2,930		2,930
Total Usable Square Footage	5,352	0	5,088	6,198	17,581	17,581	17,581	17,581	17,581	17,581	17,581

Podiatry clinics are being run in Dining Hall due to a lack of alternative space.

Town of Acton - Program Summary
Engineering

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Quantity	Extended Usable Program
Workspaces											
Professional Office <i>Department Head</i>	1		120	1	120	1	120	1	120	1	120
Open Workspace (L), Engineer <i>Engineering Staff</i>	2		80	2	160	2	160	3	240	3	240
Open Workspace <i>Intern/workstation</i>	0				0	1	24	1	0	1	24
Total Occupied Space	3	0	3	280	4	304	5	360	5	384	
Ancillary											
Blueprint Storage	1		200	1	200	1	200	1	200	1	50
Lateral File, 30"	0		9	0	0	0	0	0	0	0	0
Lateral File, 36"	0		11	0	0	0	0	0	0	0	0
Lateral File, 42"	6		13	6	78	6	78	6	78	6	78
Vertical File, 24"	6		9	6	54	6	54	6	54	6	54
Light table	1		18	0	0	1	18	1	18	1	18
Meeting table (6 person)	1		96	1	96	1	96	1	96	1	96
Remote Storage	1		40	1	40	1	40	1	40	1	40
<i>currently in Town Hall mezzanine</i>											
Total Ancillary Space	0		468	486	486	486	486	486	486	336	
Total Programmable (Occ + Anc)	0		748	790	790	790	790	790	790	720	
Circulation factor at 30% of total usable	0		322	340	364	310					
Total Usable Square Footage	1,666		1,070	1,130	1,210	1,030					

Adjacency to Highway Department is more critical than adjacency to Planning or Building Secretary (Kim Gorman) is a shared position with Planning; see Planning for space allocation

Town of Acton - Program Summary
Emergency

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Quantity	Extended Usable Program
Ancillary and Rolling Equipment											
EM Office (for volunteers) <i>Uses large storage room today. Doesn't work during events.</i>	1	0	90	4	360	4	360	4	360	4	360
Storage/work Room <i>currents holds records files and map/drawing layout tables</i>	1	0	258	1	258	1	258	1	258	1	258
Crew work/storage/locker area <i>Currently in basement at EM</i>	1	0	656	1	656	1	656	1	656	1	656
Vehicle Storage <i>Currently storage at IT office</i>	1	0	618	1	618	1	618	1	618	1	618
Bottled Water Storage <i>Currently storage at IT office</i>	1	0	100	1	100	1	100	1	100	1	100
Total Ancillary Space	0		1,992	1,992	1,992	1,992	1,992	1,992	1,992	1,992	
<i>Circulation contained within</i>											
Total Usable Square Footage		1,892		1,992	1,992	1,992	1,992	1,992	1,992	1,992	0

The current accommodations do not work for emergency events due to size, lack of accessibility, lack of air conditioning and good ventilation, etc. Four separate rooms are needed during an emergency to avoid conflict between phone and radio conversations. Files and equipment for this group should not be accessible by the public. All emergency staff is volunteer, so they do not need permanent offices. The four offices together are for event management (occasional use). This group uses the Emergency Operation Center at the Public Safety Facility.

Town of Acton - Program Summary
Finance

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Quantity	Extended Usable Program
Workspaces											
Manager Office <i>Finance Director</i>	1		225	1	225	1	225	1	225	1	225
Professional Office <i>Accounting Office</i>	1	0	120	1	120	1	120	1	120	1	120
Shared Office <i>Two Payroll People</i>	1 2	0	225	1	225	1	225	1	225	1	225
Workstation <i>Two clerks part-time, Shared with assessor</i>	1	0	64	1	64	1	64	1	64	1	64
Workstation <i>Three Accounting Staff Collectors (one part-time) Sewers Person</i>	7 3 3 1	0	64	7	448	7	448	7	448	8	512
Total Occupied Space	20	0	11	1,082	11	1,082	11	1,082	12	1,146	
Ancillary											
Open Meeting Space <i>Exists; distracting to staff</i>	1	0	120	1	120	0	0	0	0	0	0
Customer Meeting Space <i>Needs confidentiality In open area today</i>	0	0	120	0	0	1	120	1	120	1	120
Active Records Boxes <i>stacks on the floor</i>	12	0	4	12	48	15	60	20	80	25	100
Boxed storage <i>currently at COA, Municipal building and Winchester St</i>	1	0	940	1	940	1	1,034	1	1,128	2	1,410
Allowance for files	17	0	12	17	204	17	204	17	204	17	204
Copier	4	0	20	4	80	4	80	4	80	4	80
High Capacity Shredder <i>none exist today</i>	0	0	12	0	0	1	12	1	12	1	12
Shared Kitchen <i>use portion of computer rm now</i>	0	0	120	0	0	1	120	1	120	1	120
Rolling File Records Area <i>use portion of computer rm now small sections</i>	1	0	220	1	220	1	220	1	220	2	440
Shared work table	1	0	120	1	120	1	120	1	120	1	120
Total Ancillary Space	0	0	1,732	1,732	1,970	2,084	2,084	2,084	2,606	2,606	
Total Programmable (Occupied + Ancillary)	0	0	2,814	3,052	3,166	3,166	3,166	3,166	3,752	3,752	
Circulation factor at 30% of total usable		0		1,210		1,312		1,361		1,613	
Total Usable Square Footage	2,679	0	4,024	4,364	4,527	4,527	4,527	4,527	5,365	5,365	

Town Clerk and Finance need to be near each other, but do not have to be immediately adjacent.
 Note that the window systems works, but the existing ones are too wide; hard to operate.
 There are currently a lot of boxes on the floor in aisles because there is not enough storage within the facility.
 All Payroll records must stay in Payroll office.
 Budget records (currently boxed, on the floor) can be moved out if there is somewhere to move them too.
 There is a great need for records retrieval system, so that more can go offsite.
 All the Finance people, the Assessor, and the Town Clerk are cross trained to assist each other.
 Payroll and Accounts Records cannot be in a shared rolling file area.
 The shared work table is distracting to people working nearby.

TOWN OF ACTON - PROGRAM SUMMARY
Health

SPACE DESCRIPTION	EXISTING		PROPOSED								
	SPACE QUANTITY	USABLE MEASURED AREA	USABLE SQUARE FOOTAGE	INITIAL QUANTITY	EXTENDED USABLE PROGRAM	5 YEAR PROJECTION	EXTENDED USABLE PROGRAM	10 YEAR PROJECTION	EXTENDED USABLE PROGRAM	20 YEAR QUANTITY	EXTENDED USABLE PROGRAM
WORKSPACES											
Professional Office	2		120	2	240	1	120	1	120	1	120
Open Workspace (L) <i>Reception</i>	1		64	1	64	5	320	5	320	5	320
Small cube workspace <i>Staff</i>	3		42	3	126		0		0		0
TOTAL OCCUPIED SPACE	6	0	6	430	6	440	6	440	6	440	
ANCILLARY											
Lateral File, 42"	3		13	3	39	1	13	1	13	1	13
Vertical File, 24"	15		6	15	90		0		0		0
Kitchenette	1		48	1	48		0		0		0
Open Workspace	1		48	1	48	1	48	1	48	1	48
Bookcases	2		12	2	24		0		0		0
Copier	1		16	1	16		0		0		0
TOTAL ANCILLARY SPACE	0	0	265	61	61	61	61	61	61	61	
TOTAL PROGRAMMABLE (OCC + ANC)	0	0	695	501	501	501	501	501	501	501	
Circulation factor at 30% of total usable		0		299		215		215		215	
TOTAL USABLE SQUARE FOOTAGE	1,010	0	994	716	716	716	716	716	716	716	

Town of Acton - Program Summary
Human Resources

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Quantity	Extended Usable Program
Workspaces											
Professional Office <i>HR Director</i>	1		120	1	120	1	120	1	120	1	120
Support Office <i>HR Staff</i>	1		64	1	64	1	64	1	64	1	64
Support Office <i>Outside Contractor, PT, Employee Health Insurance (in RM 046 currently)</i>	1		64	1	64	1	64	1	64	1	64
Total Occupied Space	3	0	248	3	248	3	248	3	248	3	248
Ancillary											
Vertical File, 24" <i>in Office, Fire-safe, Locked</i>	4		6	4	24	4	24	4	24	4	24
File Storage <i>Locked</i>	1		100	1	100	1	100	1	100	1	100
Remote Storage <i>currently in Town Hall Mezzanine</i>	1		100	1	100	1	100	1	100	1	100
Total Ancillary Space	0		124		124		124		124		124
Total Programmable (Occ + Anc)	0		372		372		372		372		372
Circulation factor at 30% of total usable	0		160		160		160		160		160
Total Usable Square Footage	494		532		532		532		532		532

Adjacency to Town Manager is critical.
Access to varied meeting spaces; many unplanned meetings with 2-4 people; several 6-8 person meetings/week.
Staff safety and dual exit access is critical.
Current filing capacity is sufficient; require daily access to personell records (fire safed, locked).
Attic (or remote/off-site) filing (locked) is ok for all records.

TOWN OF ACTON - PROGRAM SUMMARY
Information Technology

SPACE DESCRIPTION	EXISTING		PROPOSED								
	SPACE QUANTITY	USABLE MEASURED AREA	USABLE SQUARE FOOTAGE	INITIAL QUANTITY	EXTENDED USABLE PROGRAM	5 YEAR PROJECTION	EXTENDED USABLE PROGRAM	10 YEAR PROJECTION	EXTENDED USABLE PROGRAM	20 YEAR QUANTITY	EXTENDED USABLE PROGRAM
WORKSPACES											
Professional Office <i>IT Director</i>	1	0	225	1	225	1	225	1	225	1	225
Enclosed Office <i>IT Staff</i>	2	0	120	2	240	1	120	1	120	1	120
Open Workspace <i>IT Staff</i>	0	0	64	0	0	0	0	1	64	1	64
Open Workspace (L) <i>IT Staff</i>	0	0	80	0	0	1	80	1	80	1	80
Professional Office <i>GIS Coordinator</i>	1	0	120	1	120	1	120	1	120	1	120
Open Workspace <i>GIS Staff</i>	0	0	64	0	0	1	64	1	64	1	64
Open Workspace (L) <i>GIS Staff</i>	0	0	80	0	0	0	0	1	80	1	80
TOTAL OCCUPIED SPACE	4	0	4	585	5	609	7	753	7	753	753
ANCILLARY											
Vertical File, 24"	8	0	6	8	48	6	36	6	36	6	36
Lateral File, 36"	4	0	11	4	44	4	44	4	44	4	44
Storage	1	0	156	1	156	1	156	1	156	1	156
Meeting Space <i>requested for 8 people, enclosed can access shared meeting</i>	0	0	150	0	0	0	0	0	0	0	0
Meeting Space <i>4 people, informal, un-enclosed; doubles as a layout table</i>	0	0	100	0	0	1	100	1	1	1	100
GIS Kiosk <i>For public usage</i>	0	0	15	0	0	1	15	1	15	1	15
Lab Space	0	0	400	0	0	1	400	1	400	1	400
Remote Storage <i>currently 167 sf in TH mezzanine</i>	0	0	336	1	336	1	336	1	336	1	336
TOTAL ANCILLARY SPACE	0		584		584		1,087		987		1,087
TOTAL PROGRAMMABLE (OCC + ANC)	0		1,169		1,169		1,696		1,740		1,840
Circulation factor at 30% of total usable	0		503		503		729		748		791
TOTAL USABLE SQUARE FOOTAGE	1,213		1,672		1,672		2,425		2,488		2,631

IT Director optimally has adjacency to Town Manager
Computer builds currently are performed within offices; should be done within dedicated lab space

Town of Acton - Program Summary
Municipal Properties

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Projection	Extended Usable Program
Workspaces											
Senior Manager Office <i>Municipal Properties Director</i>	1		225	1	225	0	0	0	0	0	0
Professional Office <i>Municipal Properties Director</i>	0		120	0	0	1	120	1	120	1	120
Open Workspace (L) <i>Principal Clerk</i>	1		80	1	80	1	80	1	80	1	80
Open Workspace, Partial use <i>Energy Conservation Intern</i>	1		48	1	48	1	48	1	48	1	48
Open Workroom <i>with 2 Crew Leaders' workstations</i>	1		525	1	525	1	525	1	525	1	525
Total Occupied Space	4		4		878	4	773	4	773	4	773
Ancillary											
Lateral File, 36"	5		11	5	55	5	55	5	55	5	55
Vertical File, 24"	4		6	4	24	4	24	4	24	4	24
Reproduction Center	1		15	1	15	1	15	1	15	1	15
Storage, Exterior Maintenance	1		100	1	100	1	100	1	100	1	100
Storage, Interior Maintenance	2		50	2	100	1	250	1	250	1	250
Storage, File boxes, Microfilm	30		6	30	180	15	90	10	60	5	30
Total Ancillary Space					474		534		504		474
Total Programmable (Occ + Anc)					1,352		1,307		1,277		1,247
Circulation factor at 30% of total usable	0		581		562		549		536		536
SubTotal Usable Square Footage			1,933		1,869		1,826		1,783		1,783
Rolling Equipment											
Rolling Equipment Storage <i>Red Building's Garage = 327</i>	1		350	1	350	1	350	1	350	1	350
Locker Room	1		200	1	200	1	200	1	200	1	200
Garage Storage <i>Red Building's Garage = 248</i>	1		250	1	250	1	250	1	250	1	250
Total Rolling Equipment					800		800		800		800
Circulation contained within			0		0		0		0		0
Total Usable Square Footage	2,222		2,733		2,669		2,626		2,583		2,583

Physical proximity to Town Hall is critical--at least for Janitorial located in Library basement
Department is split between exterior maintenance (painting, window replacement, tree+grounds, etc.) and interior maintenance (janitorial, etc.)

Town of Acton - Program Summary
Nursing

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Projection	Extended Usable Program
Workspaces											
Professional <i>two people can, and do, share</i>	4	0	120	4	480	4	480	4	480	4	480
Total Occupied Space	4	0	4		480	4	480	4	480	4	480
Ancillary											
Meeting space <i>14 seats; immediately adjacent</i>	0	0	425	1	425	1	425	1	425	1	425
Files for records <i>Separate from Health planning</i>	5	0	9	5	45	5	45	5	45	5	45
Fax machine <i>must be in secured area (currently on 2nd floor)</i>	0	0	35	1	35	1	35	1	35	1	35
Work table for clinicians' laptops	0	0	120	1	120	1	120	1	120	1	120
File cabinets <i>two are currently in the attic</i>	8	0	12	8	96	9	108	10	120	10	120
Fax/scan/copy	1	0	35	1	35	1	35	1	35	1	35
Large scanner <i>two small ones in offices</i>	1	0	50	1	50	1	50	1	50	1	50
Remote storage <i>currently in Town Hall mezzanine</i>	1	0	40	1	40	1	40	1	40	1	40
Total Ancillary Space	0				846		858		870		870
Total Programmable (Occupied + Ancillary)	0				1,326		1,338		1,350		1,350
Circulation factor at 30% of total usable	0		570		575		581		581		581
Total Usable Square Footage		950			1,896		1,913		1,931		1,931

Preferred adjacencies: Social Worker, Council on Aging, Veterans, and Health.
Mstut be located near Health - up/down stairs or across the street, but not farther.
This department needs to be positioned so that visitors do not feel visible and one cannot see records with binoculars.
This departmen need access to a meeting room that seats (14) for meetings which include per diem nurses and HHA aids.
Security: the suite must lock and the files must lock.
Health planning has people coming in and out who should not go through Nursing area.
Meets monthly with Police department, Fire department and Council on Aging.
Nursing needs access to a meeting room for 14 people. They would rather stand in open area in their own office, than go to another building.
The clinics work better when people can drive to them, such as at Council on Aging Center or NARA Park - not in the office.
The head counts will only increase if there are changes in the Visiting Nurses Administration (Medicare). There is a possibility of elimination long term.

Town of Acton - Program Summary
Planning

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Quantity	Extended Usable Program
Workspaces											
Professional Office <i>Department Head</i>	1.0		120	1.0	120	1.0	120	1	120	1	120
Open Workspace (L), Planning <i>Building Staff</i>	2.0		80	2.0	160	3.0	240	3	240	3	240
Open Workspace <i>Historical Preservation</i>					0	0.5	24	1	48	1	48
Open Workspace <i>Economic Development</i>					0	0.5	24	1	48	1	48
Reception/Secretary (L) <i>Receptionist (Kim Gorman)</i>	1.0		80	1.0	80		0		0		0
Total Occupied Space	4.0		4.0		360	5.0	408	6	456	6	456
Ancillary											
Lateral File, 42"	4.0		13	4	52	4	52	4	52	4	52
Vertical File, 24"	6.0		6	6	36	6	36	6	36	6	36
Meeting table (3 person)	1.0		28	1	28	1	28	1	28	1	28
Bookshelf <i>At Scott's desk</i>	1.0		12	1	12	1	12	1	12	1	12
Supply closet <i>Near Kim's desk</i>	1.0		12	1	12	1	12	1	12	1	12
Yard sign storage <i>At Kristen's desk</i>	1.0		4	1	4	1	4	1	4	1	4
Total Ancillary Space			144		144		144		144		144
Total Programmable (Occ + Anc)			504		552		600		600		600
Circulation factor at 30% of total usable		0			217		237		258		258
Total Usable Square Footage		721			721		789		858		858

The 'Land Use' group (Planning, Buildings, Part of Health, and Engineering) wants to mirror Finance as a constituent service center. Department members will be cross trained.
 An area is needed to queue up the contractors at a counter near Buildings.
 This department prefers immediate adjacency with Buildings, Engineering, Natural Resources, and the land portion of Health.

Town of Acton - Program Summary
Public Works

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Quantity	Extended Usable Program
Workspaces											
Enclosed Office <i>Superintendent</i>	1		120	1	120	1	120	1	120	1	120
Open Workspace <i>Assistant</i>	1		80	1	80	1	80	1	80	1	80
Enclosed Office <i>Assistant Superintendent</i>	1		80	1	80	1	80	1	80	1	80
Total Occupied Space	3	0	3	280	3	280	3	280	3	280	280
Ancillary											
Lateral File, 30"	1	9	9	1	9	1	9	1	9	1	9
Lateral File, 42"	1	13	13	1	13	1	13	1	13	1	13
Vertical File, 24"	10	60	6	10	60	8	48	6	36	6	36
Break Room	1	400	400	1	400	1	400	1	400	1	400
Locker Room, Showers	1	300	300	1	300	1	300	1	300	1	300
Wood and Sign Shop	1	1,500	1,500	1	1,500	1	1,500	1	1,500	1	1,500
Storage Mezzanine	1	1,500	1,500	1	1,500	1	1,500	1	1,500	1	1,500
Total Ancillary Space					3,782		3,770		3,758		3,758
Total Programmable (Occ + Anc)					4,062		4,050		4,038		4,038
Circulation Factor contained within					0		0		0		0
SubTotal Usable Square Footage		3,949			4,062		4,050		4,038		4,038
Rolling Equipment											
Rolling Equipment Garaged <i>Within Highway Building</i>	1	9,447	9,447	1	9,447	1	9,447	1	9,447	1	9,447
Rolling Equipment <i>currently unsheltered; taken at 37.5%</i>	0	3,543	3,543	1	3,543	1	3,543	1	3,543	1	3,543
Service Garage, parts storage	1	4,341	4,341	1	4,341	1	4,341	1	4,341	1	4,341
Total Rolling Equipment					17,331		17,331		17,331		17,331
Circulation contained within		0			0		0		0		0
Total Usable Square Footage		17,737			21,393		21,381		21,369		21,369

Office space has poor indoor air quality and temperature control. Indoor offices could benefit from remodeling effort, lighting retrofit. Locker and changing rooms could benefit from remodeling effort, adding lockers, reducing redundancy with Muni. Prop's Insufficient rolling equipment storage; "optimally, all rolling equipment would be stored indoors."
 Muni. Prop's adjacency/space usage reduces DPW's storage area

Town of Acton - Program Summary
Recreation

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Projection	Extended Usable Program
Workspaces											
Professional <i>One person in cemetery office</i> <i>New - 2 office, 1 maintenance</i>	4	0	64	4	256	7	448	9	576	10	640
Total Occupied Space	4	0	64	4	256	7	448	9	576	10	640
Ancillary											
Project Prep Area <i>layout surface and pin-up wall</i>	1	0	75	1	75	1	75	1	75	1	75
Private meeting space <i>health discussions w/ parents</i> <i>hire seasonal staff</i>	0	0	150	0	0	1	150	1	150	1	150
Physical registration window	0	0	120	0	0	1	120	1	120	1	120
Copy/Print area	0	0	50	1	50	1	50	1	50	1	50
Remote storage <i>currently at Municipal office</i>	0	0	153	3	459	5	765	7	1,071	10	1,530
Records Files	0	0	12	3	36	5	60	7	84	10	120
Pin-up walls <i>space included in prep area</i>	1	0	20	2	40	2	40	2	40	2	40
Total Ancillary Space	0	0	308	4	660	6	1,260	6	1,590	6	2,085
Total Programmable (Occupied + Ancillary)	0	0	916	4	916	6	1,708	6	2,166	6	2,725
Circulation factor at 30% of total usable	0	0	394	0	394	0	734	0	931	0	1,172
Total Usable Square Footage	493	0	1,310	4	1,310	6	2,442	6	3,097	6	3,897

Adjacencies: they need access to Conservation/Natural Resources and Finance, but do not need to be in Town Hall.
 If they were not in Town Hall, they could open on weekends. (Children run around.)
 Nara Park is the income stream for this group. Proximity is helpful.
 Accounts payable and receivable for recreation is done by the cemetery manager.
 Recreation equipment is currently stored at the Cemetery, which is causing crowding.
 There is a lack of shelter for the 80 to 100 campers.
 They need a place to organize the 40 seasonal employees for the park.
 They need parking nearby due to constant access in peak times (summer).

Town of Acton - Program Summary
Social Worker

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Projection	Extended Usable Program
Workspaces											
Social Worker office <i>Desk with return, table with children's chairs, 1 file,</i> <i>1 cabinet with doors (toys), storage bins</i>	1	0	120	1	120	1	120	1	120	1	120
Total Occupied Space	1	0	120	1	120	1	120	1	120	1	120
Ancillary											
Toy storage closet/cabinets	1	0	50	1	50	1	50	1	50	1	50
Total Ancillary Space	0	0	50	1	50	1	50	1	50	1	50
Total Programmable (Occupied + Ancillary)	0	0	170	2	170	2	170	2	170	2	170
Circulation factor at 30% of total usable	0	0	73	0	73	0	73	0	73	0	73
Total Usable Square Footage	216	0	243	2	243	2	243	2	243	2	243

Currently there is no buffer to prevent people from barging in on a meeting in progress in the Social Worker's office. This could use improvement.
 The Social Worker sometimes meets with a whole family at a time. It would help if she has access to a small meeting room nearby for those appointments.
 When this service was located at the Council on Aging Center, however, this function was distracting from the Center's primary objective, due to family focus.
 The walls in the current office do not offer enough acoustic control. People are emotional when they come to this office.
 A second door out of this office is needed, as well as buzzer, which exists today.
 If this office is located near Nursing, Veteran's, Recreation and/or Council on Aging, some initial questions and support could be addressed by others collaboratively.

TOWN OF ACTON - PROGRAM SUMMARY

Town Clerk

SPACE DESCRIPTION	EXISTING		PROPOSED								
	SPACE QUANTITY	USABLE MEASURED AREA	USABLE SQUARE FOOTAGE	INITIAL QUANTITY	EXTENDED USABLE PROGRAM	5 YEAR PROJECTION	EXTENDED USABLE PROGRAM	10 YEAR PROJECTION	EXTENDED USABLE PROGRAM	20 YEAR QUANTITY	EXTENDED USABLE PROGRAM
WORKSPACES											
Professional Office <i>currently in open workspace</i>	0	0	120	0	0	1	120	1	120	1	120
Open Workspace <i>Town Clerk Staff</i>	3	192	64	3	192	2	128	2	128	2	128
TOTAL OCCUPIED SPACE	3	192		3	867	3	248	3	248	3	248
ANCILLARY											
Town Clerk Storage <i>includes voting tools</i>	1		100	1	100	1	100	1	100	1	100
Active Records Box	0				0		0		0		0
Temporary <i>Work Tables</i>	2	0	20	3	60	3	60	4	80	4	80
Records Shelves, rolling <i>Currently in vault</i>	1	0	350	1	350	2	700	2	700	5	1,750
Records Shelves, fixed <i>Currently in vault</i>	8	0	10	1	10	2	20	2	20	5	50
Vertical Files	0				0		0		0		0
State Printer	1	0	50	1	50	1	50	1	50	1	50
Storage, Clerk's Office	1	120	120	1	120	0	0	0	0	0	0
State-owned printer	1	6	6	1	6	1	6	1	6	1	6
Remote storage <i>currently in Town Hall mezzanine</i>	1	6	36	1	36	1	36	1	36	1	36
TOTAL ANCILLARY SPACE		132			732		972		992		2,072
TOTAL PROGRAMMABLE (OCCUPIED + A)		324			1,599		1,220		1,240		2,320
Circulation factor at 30% of total usable		139			688		525		533		998
TOTAL USABLE SQUARE FOOTAGE		1,033			2,287		1,745		1,773		3,318

Adjacency: the Town Clerk and Finance don't need to be right next to each other. Next door is appropriate, but a 5 minute drive is less efficient.
 Note that the window systems works, but the existing ones are too wide; hard to operate.
 The election tools need to be stored near the Town Clerk, in a controlled environment. This could be offsite if secured.
 The existing space is not accessible.
 The birth, death and marriage certificates need to be kept in a fire proof vault or file.
 Town Clerk needs a place for temporary help to come in an work seasonally.

Town of Acton - Program Summary

Town Manager

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Quantity	Extended Usable Program
Workspaces											
Manager Office	1	0	225	1	225	1	225	1	225	1	225
Asst. Manager Office	1	0	120	1	120	1	120	1	120	1	120
Administrator Office <i>Position Admins together</i>	2	0	120	2	240	2	240	2	240	2	240
TOTAL OCCUPIED SPACE	4	0		4	585	4	585	4	585	4	585
Ancillary											
Shared meeting room <i>8 seats</i>	1	0	300	1	300	1	300	1	300	1	300
<i>Needs to be immediately adjacent</i>											
Copy Area <i>Can be shared</i>	1	0	100	1	100	1	100	1	100	1	100
Waiting Area <i>can be shared</i>	1	0	100	1	100	1	100	1	100	1	100
Shared Printer <i>currently in admin office</i>	1	0	35	1	35	1	35	1	35	1	35
Remote Storage <i>currently in Town Hall mezzanine</i>	1	0	188	1	188	1	188	1	188	1	188
TOTAL ANCILLARY SPACE		0			723		723		723		723
TOTAL PROGRAMMABLE (OCCUPIED + Ancillary)		0			1,308		1,308		1,308		1,308
Circulation factor at 30% of total usable		0			562		562		562		562
TOTAL USABLE SQUARE FOOTAGE		1,224			1,870		1,870		1,870		1,870

This department needs adjacency to Human Resources and Finance.
 The door to the suite is for smoke, not security.
 The administrators can support each other better if they have direct access to each other.
 This department needs access to a meeting space for 20 people, which ideally should be in the Town Hall Building.
 The copier is currently shared with other departments on the floor.
 The table he is currently using could be smaller.

Town of Acton - Program Summary
 Veteran's Services

Space Description	Existing		Proposed								
	Space Quantity	Usable Measured Area	Usable Square Footage	Initial Quantity	Extended Usable Program	5 Year Projection	Extended Usable Program	10 Year Projection	Extended Usable Program	20 Year Projection	Extended Usable Program
Workspaces											
Professional Office <i>needs 2 guest chairs, trunk</i>	1	0	120	1	120	1	120	1	120	1	120
Veteran's Coordinator <i>Part time person Resides in COA, not Veterans</i>	1	0	0	1	0	1	0	1	0	1	0
Total Occupied Space	2	0	120	2	120	2	120	2	120	2	120
Ancillary											
File Cabinet <i>assumed quantities for 10-20 yr.</i>	2	0	6	2	12	3	18	4	24	6	36
Storage for Flags <i>currently at the highway dept. estimated size</i>	1	0	120	1	120	1	120	1	120	1	120
Podium for guest speakers	0	0	25	0	0	1	25	1	25	1	25
Storage for PA equipment <i>currently at Town Hall managed by IT department</i>	1	0	0	1	0	1	0	1	0	1	0
Pamphlet closet	1	0	20	1	20	1	20	1	20	1	20
Total Ancillary Space	0	0	152	4	152	6	183	7	189	9	201
Total Programmable (Occupied + Ancillary)	0	0	272	6	272	8	303	9	309	11	321
Circulation factor at 30% of total usable		0			117		130		133		138
Total Usable Square Footage	409	0	389	6	433	8	442	9	442	11	459

Preferred adjacencies: Social Work, Nursing and Council on Aging.
 This director makes a lot of house calls.
 Most meetings with people are one on one.
 The Veteran's Coordinator works part-time for COA (insurance counseling) and part-time for Veteran's, so she resides at COA, which works well.

TOWN OF ACTON - PROGRAM SUMMARY
 West Acton Citizen's Library

SPACE DESCRIPTION	EXISTING		PROPOSED									
	USABLE SQUARE FOOTAGE	SPACE QUANTITY	USABLE MEASURED AREA	USABLE SQUARE FOOTAGE	INITIAL QUANTITY	EXTENDED USABLE PROGRAM	5 YEAR PROJECTION	EXTENDED USABLE PROGRAM	10 YEAR PROJECTION	EXTENDED USABLE PROGRAM	20 YEAR PROJECTION	
WORKSPACES												
Librarian Workspace	80	1		80	1	80	1	80	1	80	1	80
Ten/Intern Workspace	48	1		48	1	48	1	48	1	48	1	48
Circulation Desk	58	1		48	1	48	1	48	1	48	1	48
TOTAL OCCUPIED SPACE	3	0	3	176	3	176	3	176	3	176	3	176
Library Stacks	1,057	1		1,057	1	1,057	1	1,057	1	1,057	1	1,057
Reading Area	225	1		225	1	225	1	225	1	225	1	225
Large Reading Room <i>Shared space for readings, books sales, and other events</i>				694	0	0	1	694	1	694	1	694
Outdoor Storage	62	1		62	1	62	1	62	1	62	1	62
TOTAL ANCILLARY SPACE				1,344	1	2,038	2	2,038	2	2,038	2	2,038
TOTAL PROGRAMMABLE (OCCUPIED + ANCILLARY)				1,520	1	2,214	3	2,214	3	2,214	3	2,214
Circulation allowance				0		15		15		15		15
TOTAL USABLE SQUARE FOOTAGE			1,530			1,535		2,229		2,229		2,229

The volumes of books will not increase.
 The librarian is looking for a place to accommodate larger book reading events.

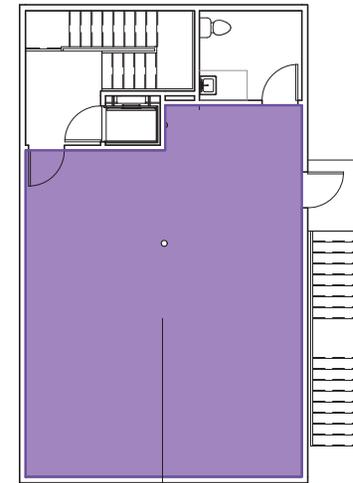
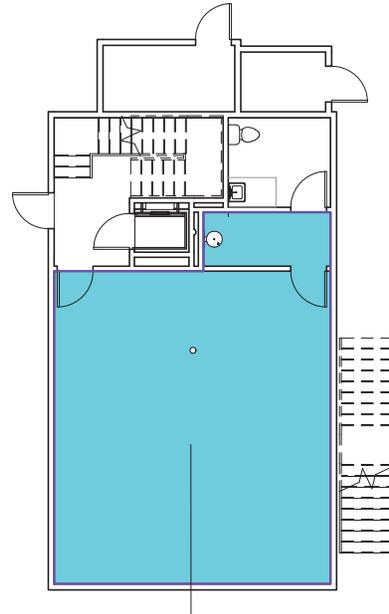
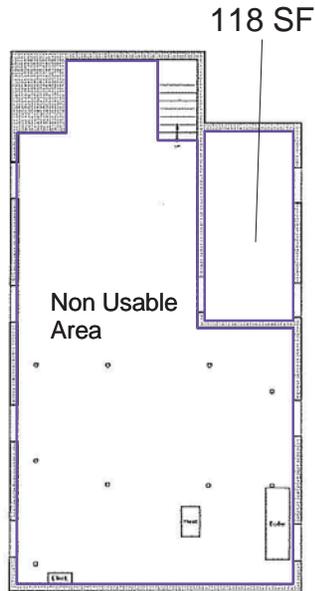
PROPOSED SPACE ALLOCATION

The following spreadsheet shows estimated usable square footages of existing buildings, followed by proposed expansion. Note that the estimates are based on scanned images of the building footprints and were taken prior to existing conditions surveys.

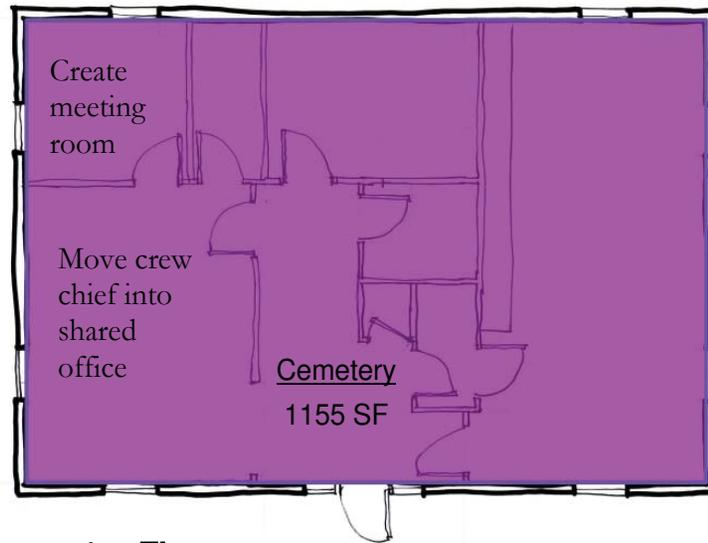
BUILDING AREA	FIRST YEAR	4 TO 7 YEAR	10 TO 20
	USABLE	PROPOSED USABLE	YEAR PROPOSED
Windsor Building, 18 Windsor Ave.	969	969	969
Second Floor	275	275	275
First Floor	694	694	694
Offsite Storage, TBD	2,500	2,500	2,500
Consolidate sq. ft. offsite storage: densefiling for 2,742	0	2,500	2,500
Acton Cemetery Office, 104 Concord Road	2,310	2,310	2,310
First Floor	1,155	1,155	1,155
Basement	1,155	1,155	1,155
Acton Public Works, 14 Forest Road	18,692	27,692	27,692
Office Area in Existing	2,537	0	0
Equipment Area in Existing	13,788	16,325	16,325
Locker rooms/support	2,367	2,367	2,367
New Office Structure		5,000	5,000
New Equipment Enclosure		4,000	4,000
Acton Senior Center	5,370	7,110	7,110
First Floor	4,370	6,110	6,110
Basement	1,000	1,000	1,000
Proposed Senior Center	0	0	17,581
Town Hall Annex (Red House), 468 Main St.	4,325	4,343	4,343
Second Floor	919	919	919
First Floor	1,397	1,415	1,415
Basement	1,434	1,434	1,434
Garage	575	575	575
Emergency Management, 3 School Street	1,892	1,892	0
Second Floor	618	618	0
First Floor	618	618	0
Basement	656	656	0
Acton Town Hall, 472 Main Street	16,010	16,010	16,010
Mezzanine	925	925	925
Second Floor	3,312	3,312	3,312
First Floor	3,201	3,201	3,201
Ground Floor	8,572	8,572	8,572
West Acton Library, 21 Windsor Ave.	1,530	1,530	1,530
Second Floor	495	495	495
First Floor	1,035	1,035	1,035
TOTAL USABLE SQUARE FEET	53,598	64,356	80,045

Shared use of the first floor: book readings, books sales, health clinics, recreation sign ups, indoor recreation activities and 20 person meetings.

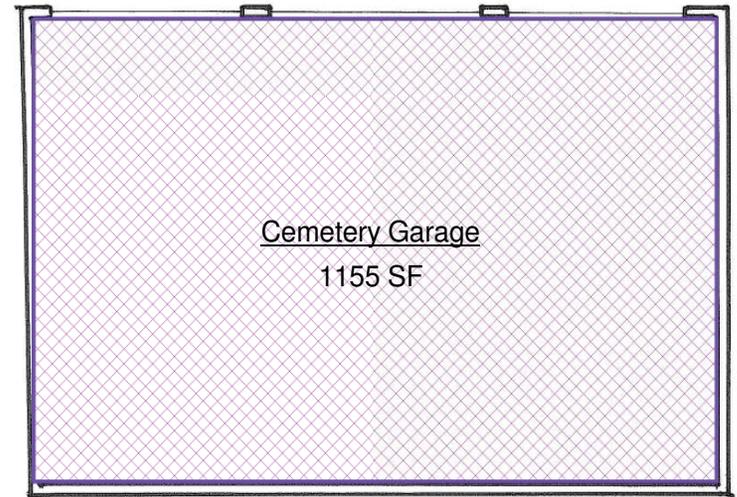
Building Systems



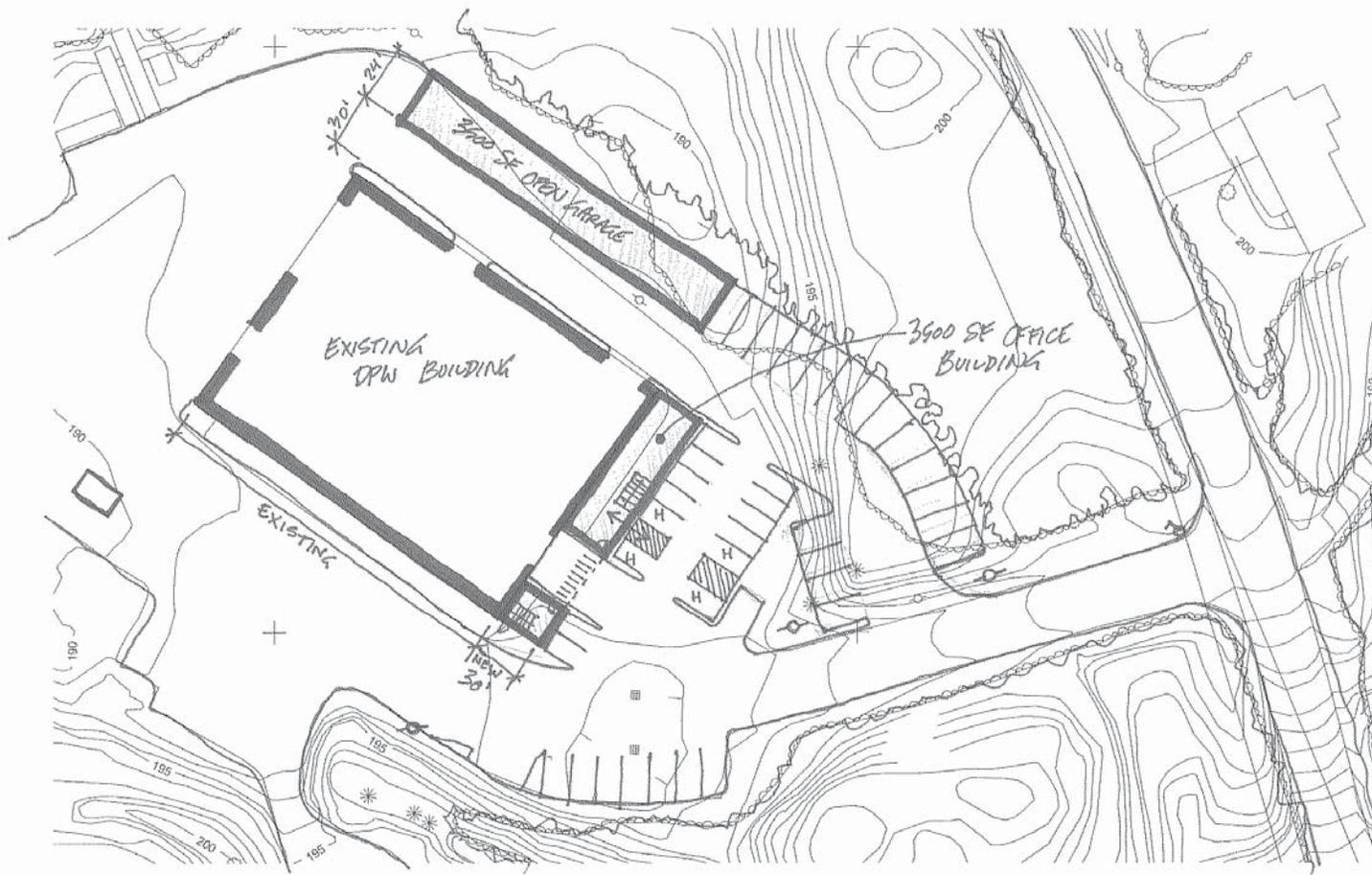
Furniture changes only.



1st Floor



BASEMENT

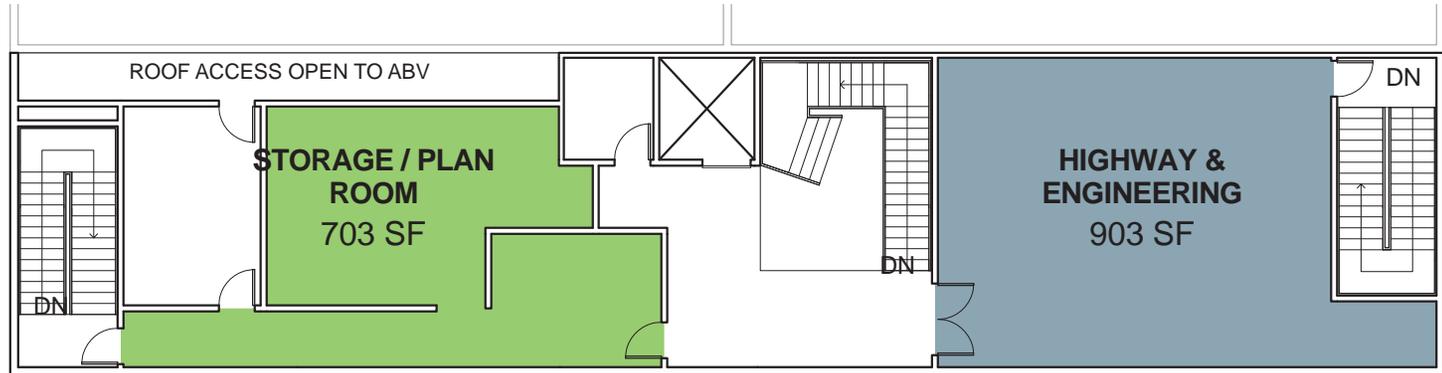


P4-4

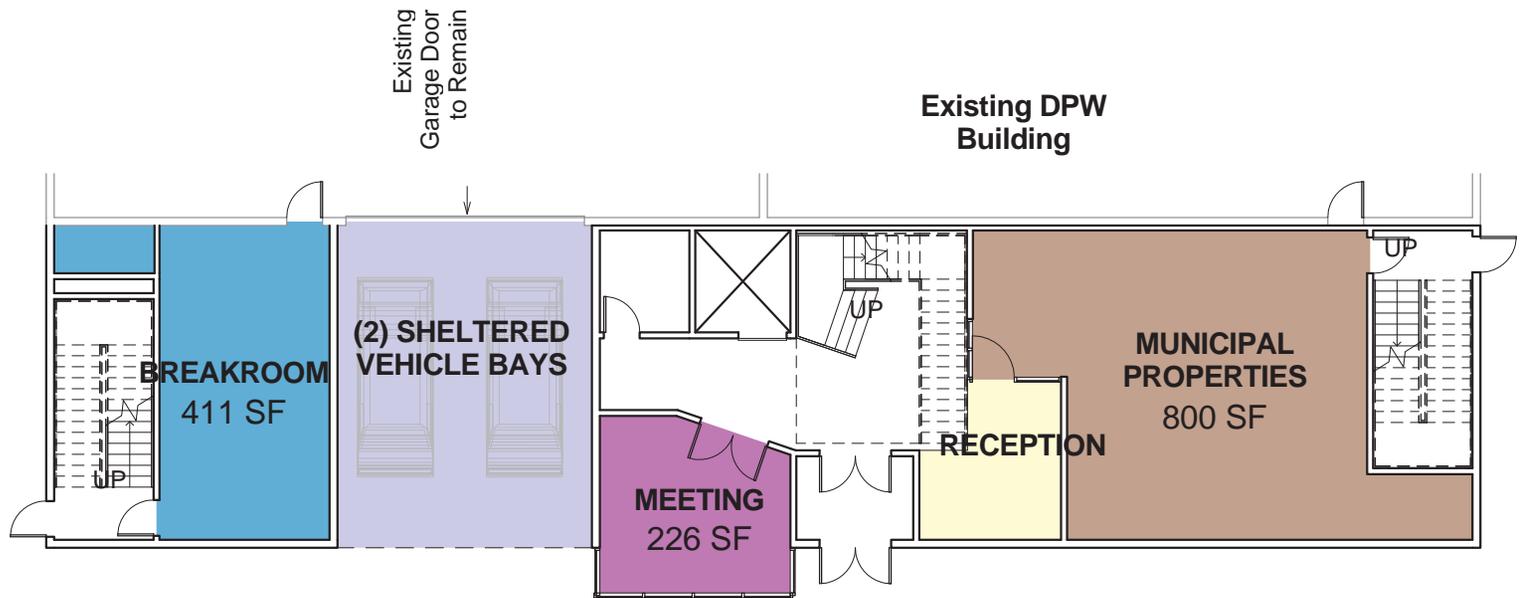
Date: 01/21/2013
Drawn By: LL
Checked By: JK

Proposed Department Usable Square Feet

Public Works Building
14 Forest Road, Acton



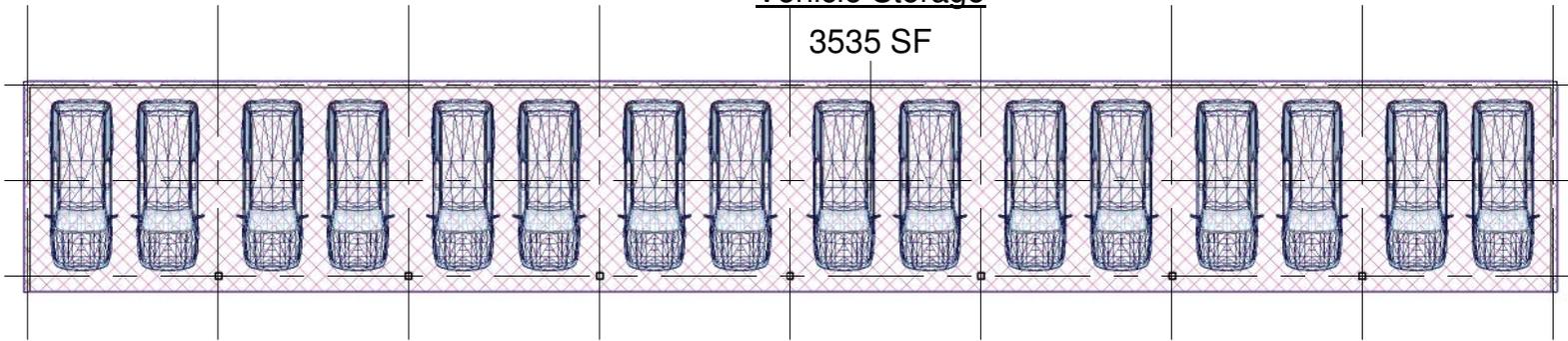
② Level 2



① Level 1

Vehicle Storage

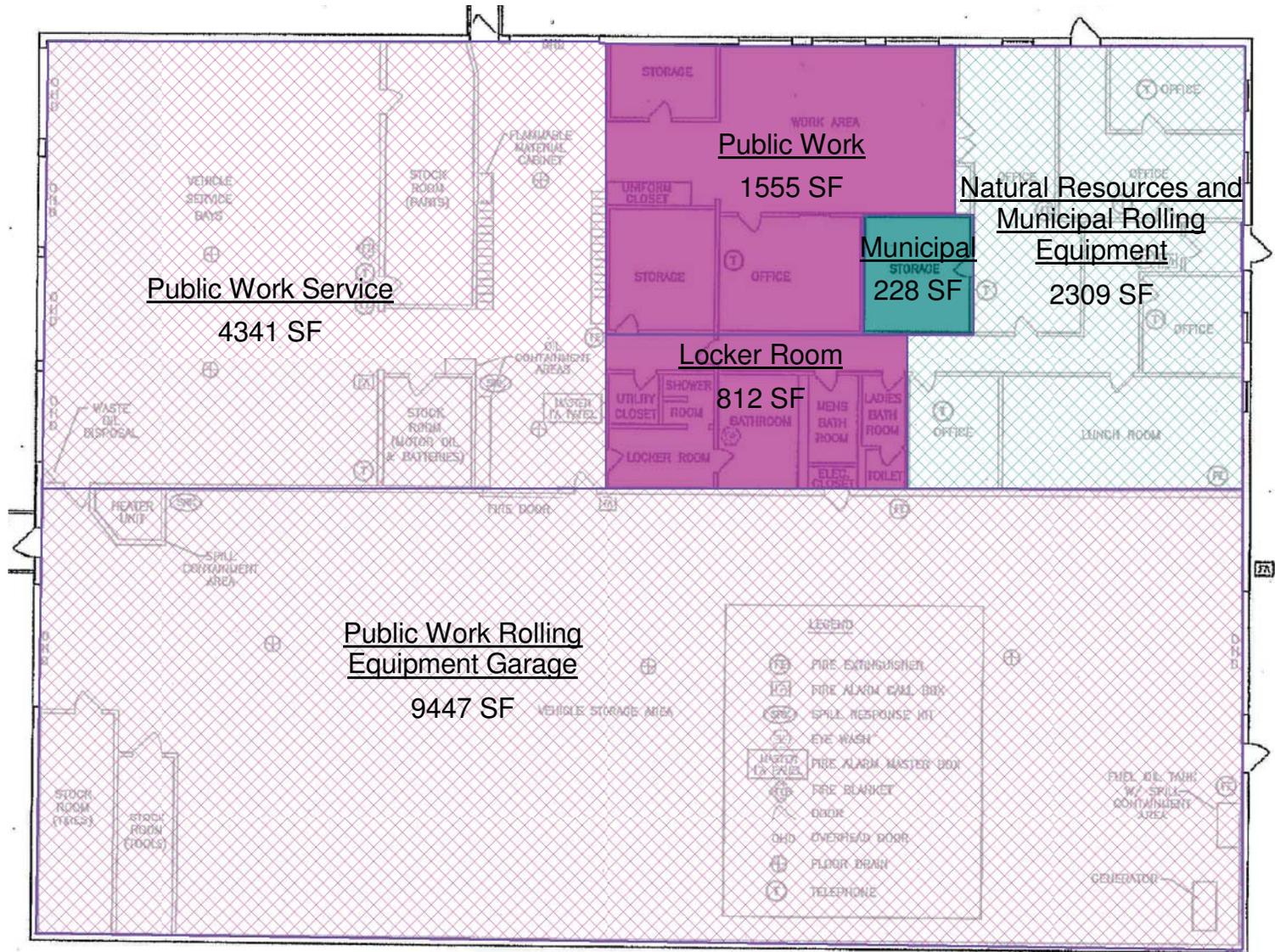
3535 SF



P4-2

Date: 01/21/2013
Drawn By: LL
Checked By: JK

Proposed Department Usable Square Feet
Public Works Building
14 Forest Road, Acton



47

Proposed Department Usable Square Feet

Public Works Building
14 Forest Road, Acton

Date: 01/21/2013

Drawn By: LL
Checked By: JK

P4-1

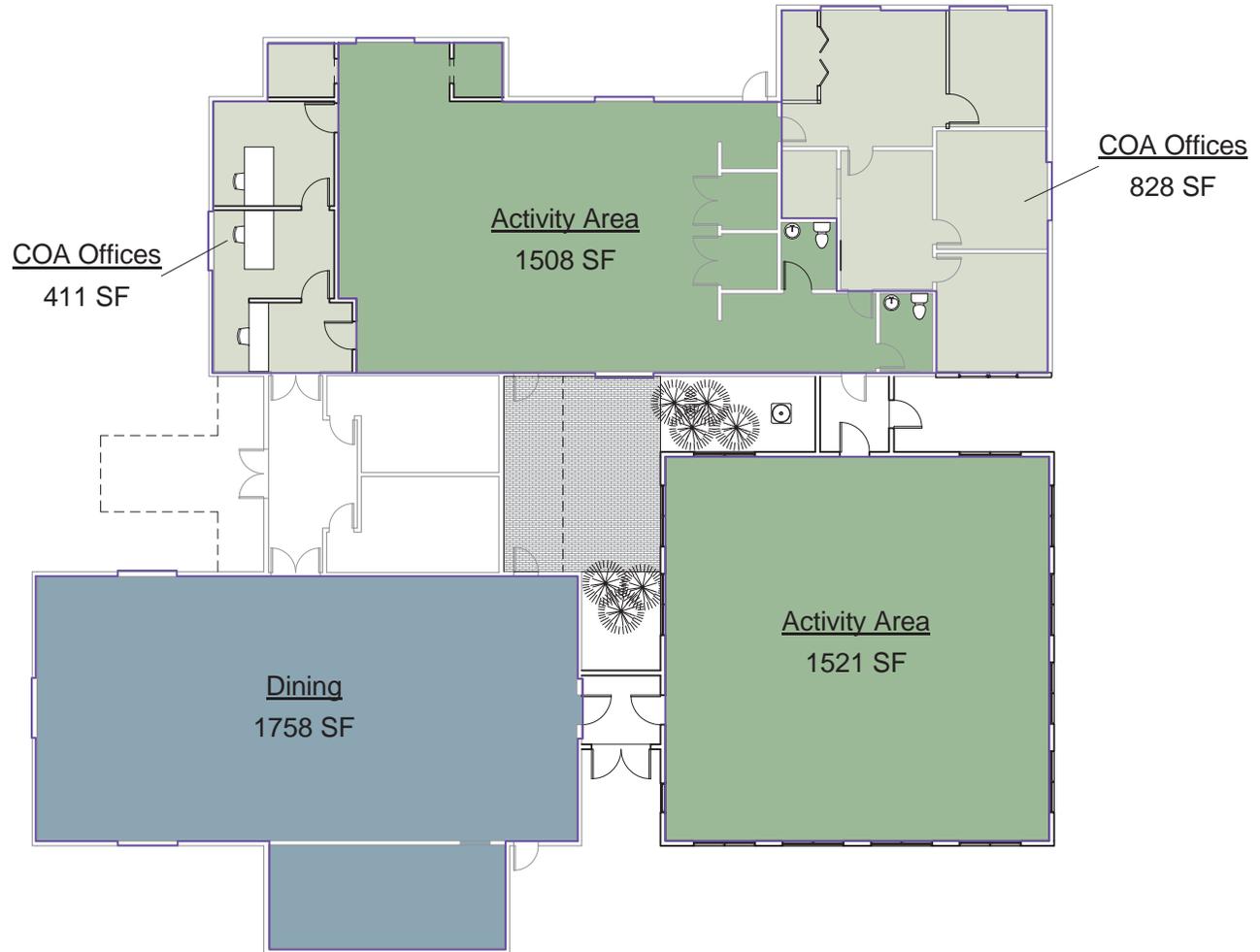


P2-3

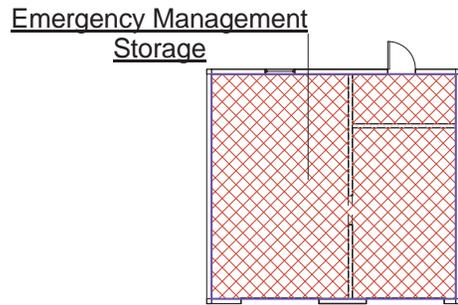
Date: 01/21/2013
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Checked By: JK

Proposed Department Usable Square Feet

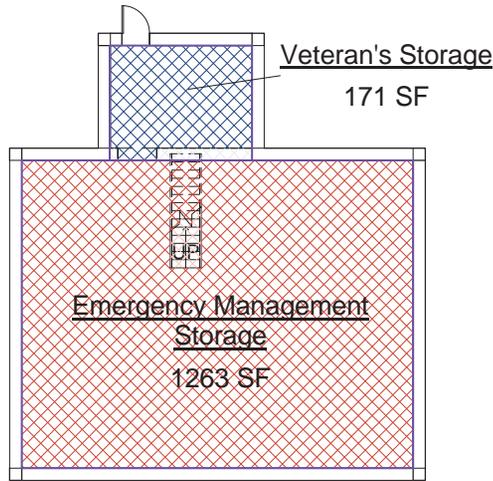
Council on Aging
50 Audubon Drive, Acton



1ST FLOOR

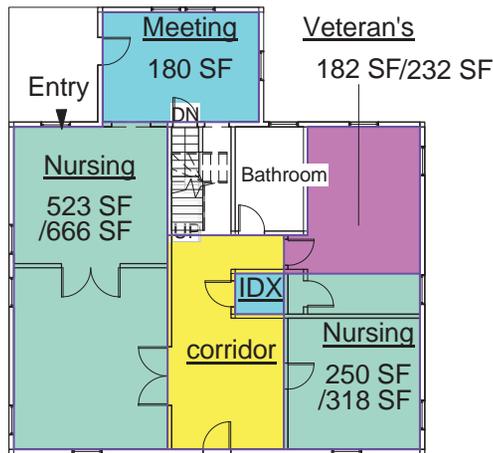


GARAGE

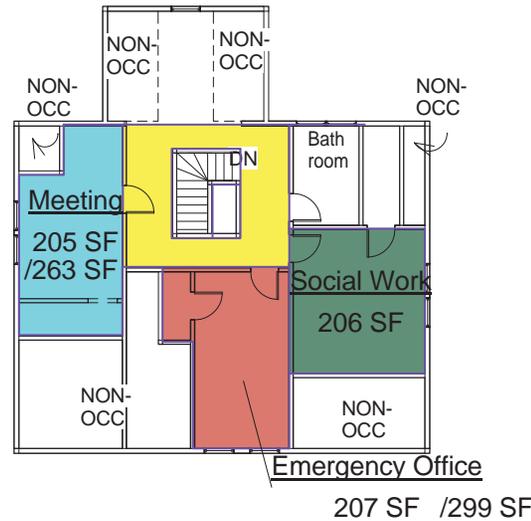


BASEMENT

Install accessible lift at the rear entry deck and relocate entry door, OR create landscape ramp to front door. Remove partitioning to open Nursing area.



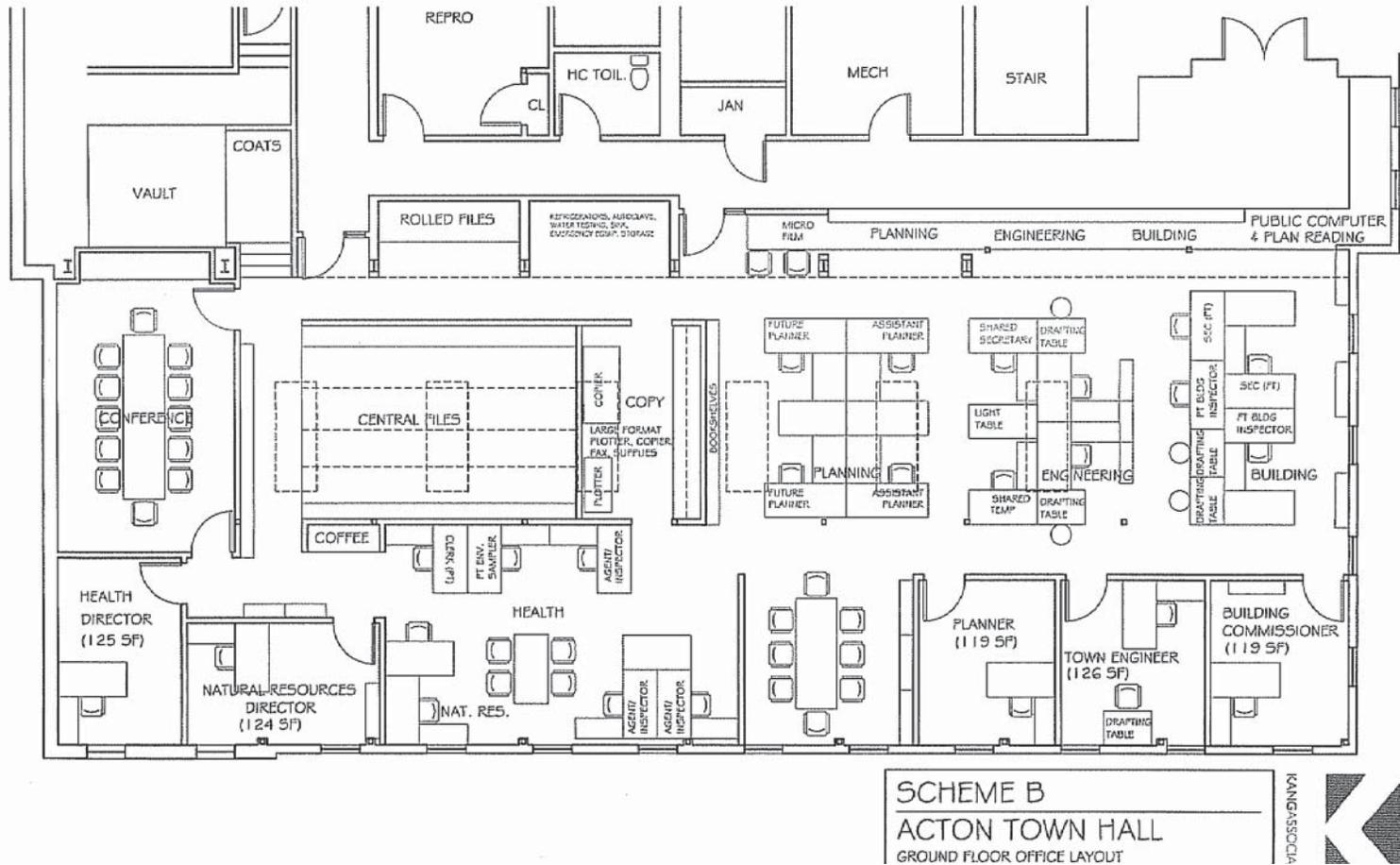
1ST FLOOR



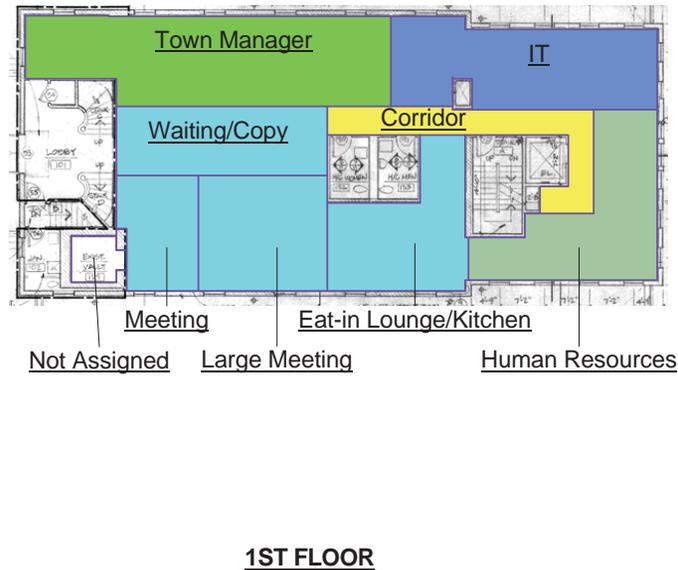
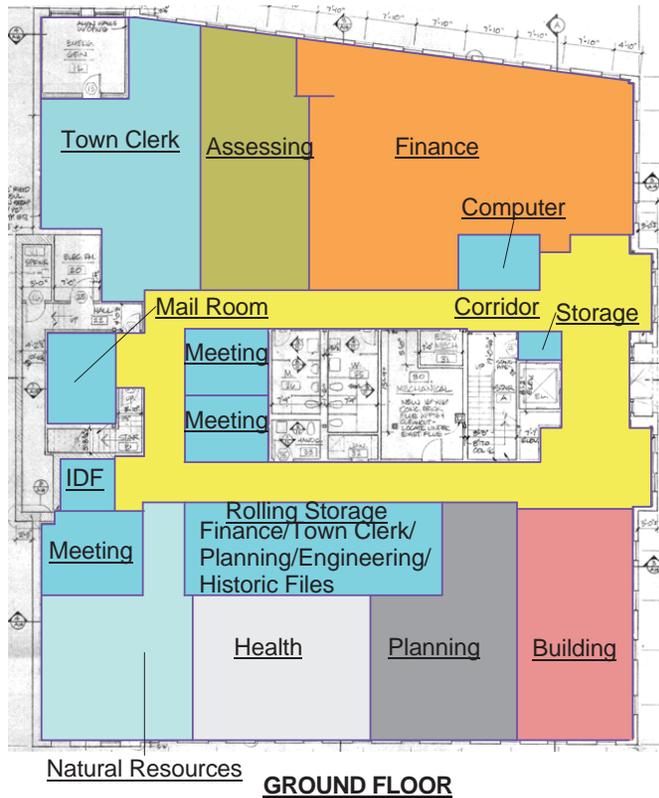
2ND FLOOR

When Emergency Management moves into the Town Hall Annex, the School Street building may be released for sale.

This area to incorporate some of the changes developed in this plan by others as part of Land Use reorganization. Changes to this will include removal of Engineering department, and repositioning and increase of central file installation to accommodate all departments on the floor.



First and Ground floors to incur some partition and door changes, as well as furniture reconfiguration. The net improvements will include contiguous administrators for the Town Manager and the Assistant Town Manager, more protected Town Manager suite, immediate access to two meeting rooms, dual access/exit for the Human Resources director, reduced waiting/copy area, and larger lunchroom for all.



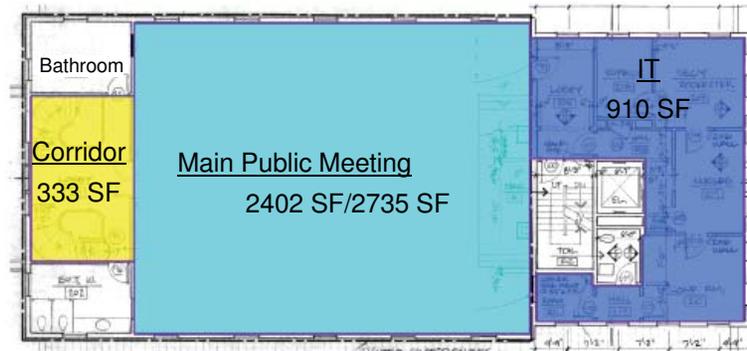
P5-G.1

Date: 01/21/2013
 Drawn By: LL
 Checked By: JK

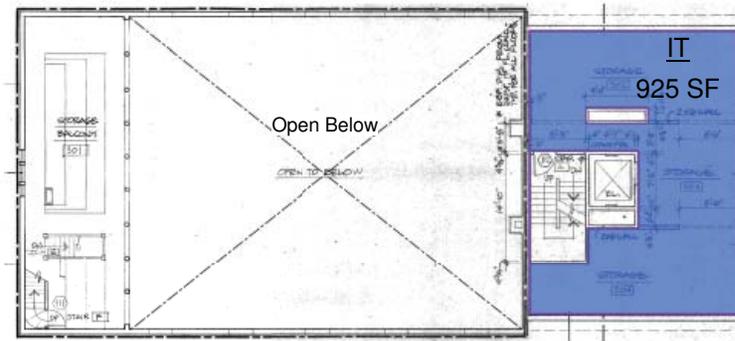
Proposed Department Usable Square Feet

Acton Town Hall
 472 Main Street, Acton

Information Technology (including GIS) will increase over time. The mezzanine may be used for storage until it is needed for people. IT areas will include a work bench area for assembling equipment.

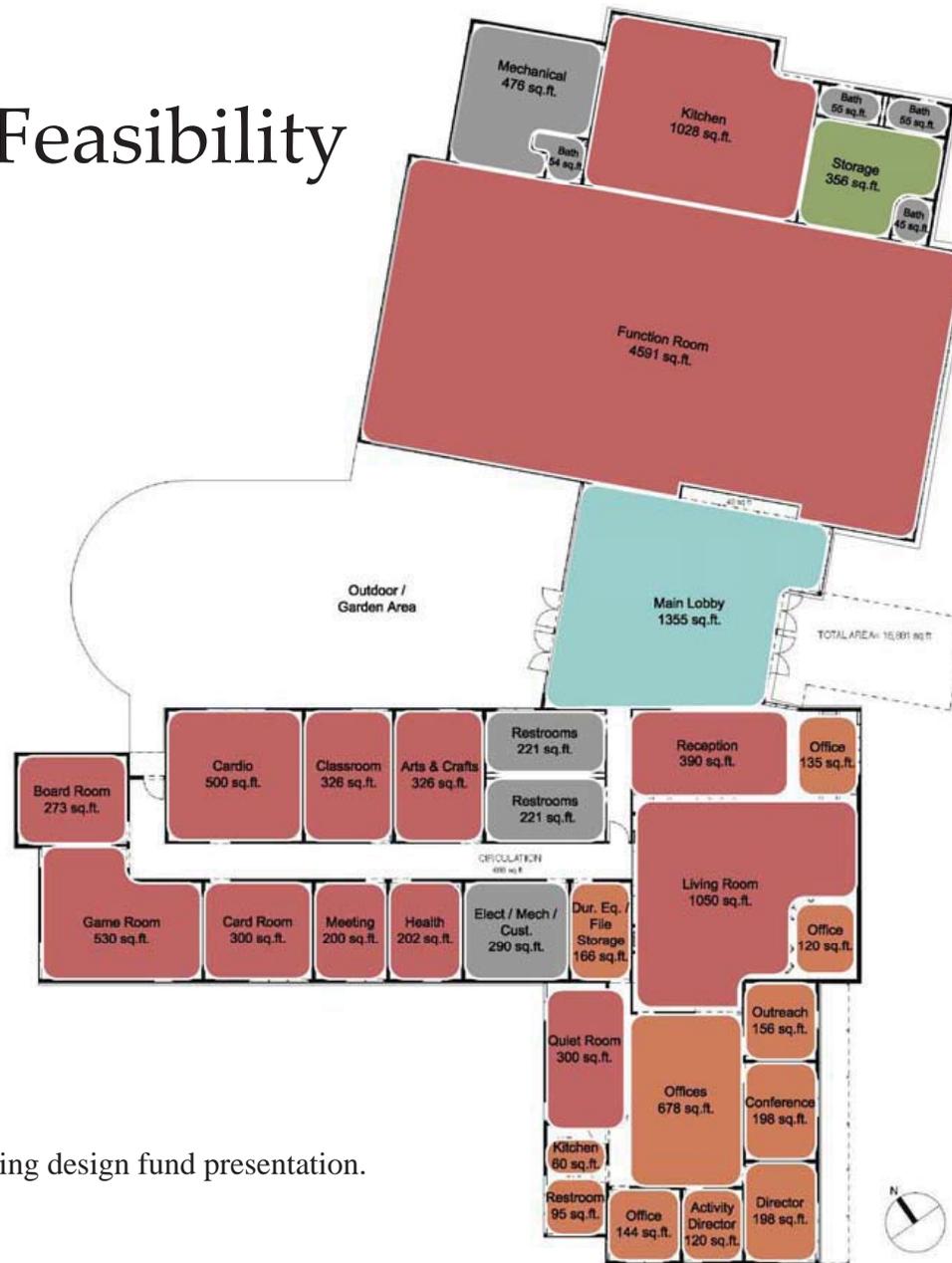


2ND FLOOR



MEZZANINE

Preliminary Feasibility Design



As proposed in the Council on Aging design fund presentation.

● ARTICLE 13 CAPITAL IMPROVEMENTS

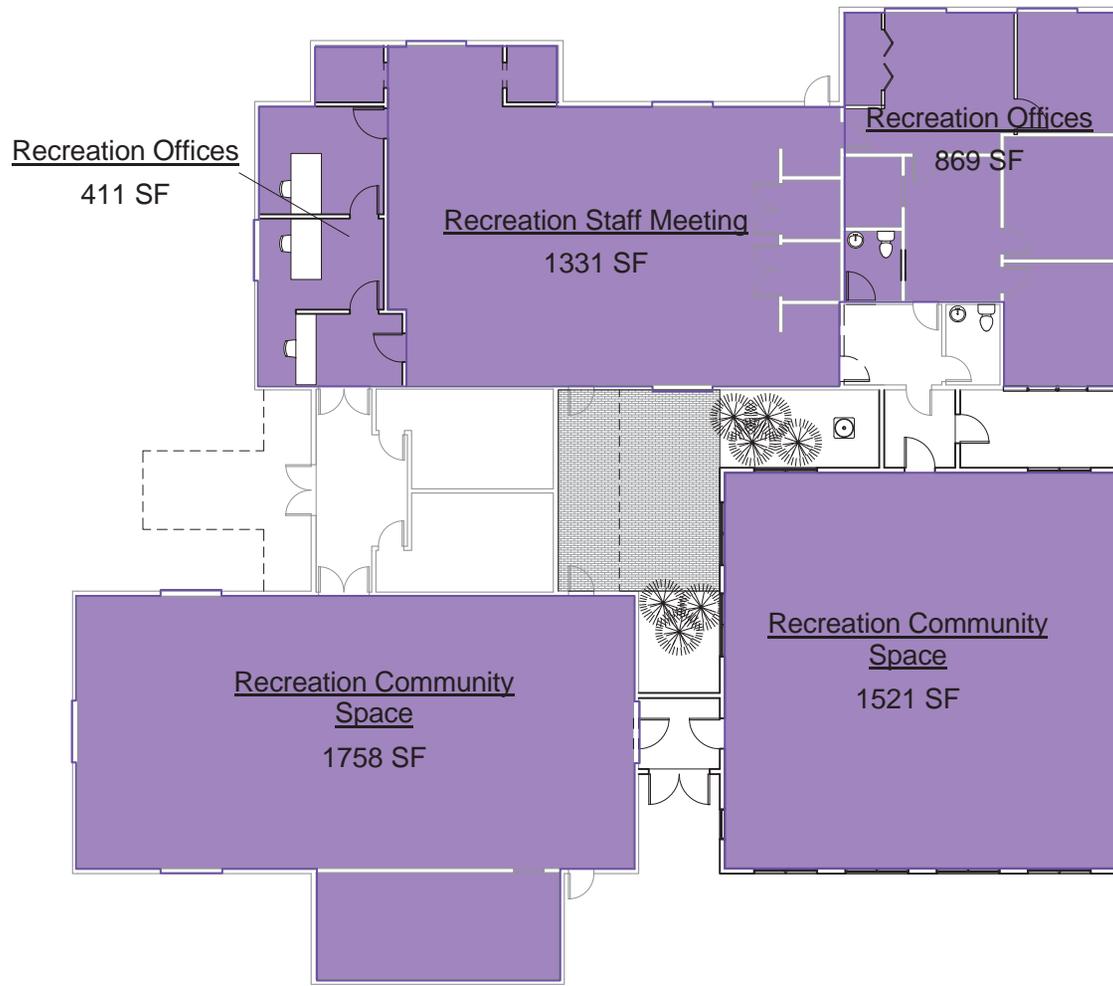
P2

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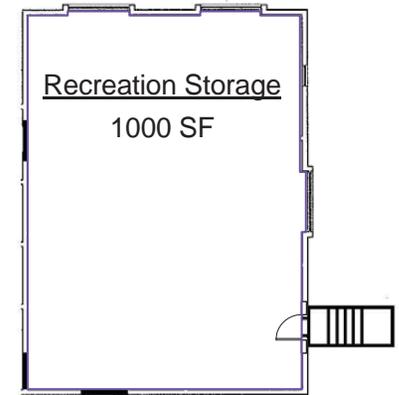
Proposed Department Usable Square Feet

Council on Aging
 Quarry Road, Acton

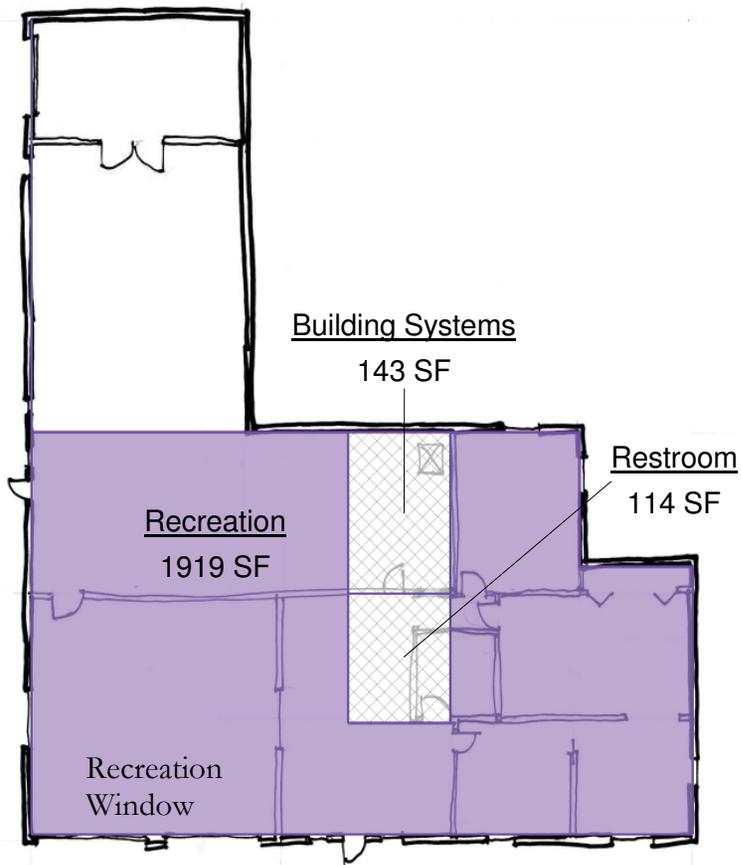
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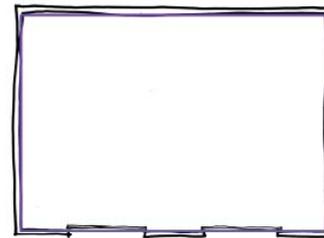
1ST FLOOR



BASEMENT



MAIN BUILDING



SECOND GARAGE



MAIN GARAGE

P7

Date: 01/21/2013
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 Checked By: JK

Proposed Department Usable Square Feet

Harris Street
 66 Harris Street, Acton