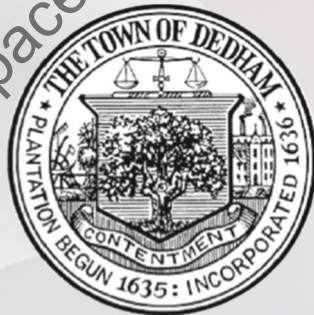


PRELIMINARY Space utilization for discussion PURPOSE only

prepared for:

Town of Dedham
Dedham Town Hall
26 Bryant Street
Dedham, MA, 02026



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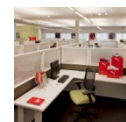
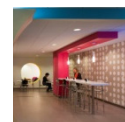
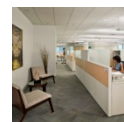
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04.10.2013

DRAFT 2

Project #: 3424.00

programming report
Town of Dedham Relocation Study



department	interviewee
Common Areas - Infrastructure	
Common Areas - Meeting and Gathering Space	
Town Clerk	Paul Munchbach, Town Clerk
Building Department	Kenneth R. Cimeno, Department Head
Assessing	John M. Duffy, Director of Assessing
Conservation Commission	Cynthia O'Connell, COA Director
Environmental Department	Virginia LeClair, Environmental Coordinator
Credit Union	Paula A. Roche
Retirement Board	Lynn M. Carley, Administrator
Public Works	Joseph M. Flanagan, Dept. Head
Parks	Bob Stanley, P&R Director
Recreation	Bob Stanley, P&R Director
Engineering/GIS	Jason Mammon, Department Head
Finance Department	Mariellen Murphy, Director of Finance, William Ralph, Acting Collector, Donna Bowse, Acting Treasurer, Susan Shaw, Town Accountant, Chris Howell, Financial Analyst
Health	Catherine Cardinale, Health Director
Economic Development	Karen O'Connell, Director of Economic Development
Veterans & Parking Clerk	William Aitken, Veterans Services Officer
Town Administration	Bill Keegan, Town Administrator, Nancy Baker, Assistant Town Administrator, Carmen DelloIaconco
Town Planner	Richard McCarthy
Human Resources	Town Administration
Council on Aging	Laura Levanthal, Department Head
Police	Chief Michael d'Entremont

Department Name: Town Clerk

Information provided by: Paul Munchbach, Town Clerk
 Interview Date: 4.2.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	2	2	150	300	Visual connections
Workstation	3	3	64	192	3 Registrars
Hoteling Station	1	1	36	36	
Total Headcount	6	6			
Total Staff Square Footage				528	
Dedicated Space	Quantity		SF Standard	Net Space Required	Comments
Service Counter	1		120	120	Adjacent to Waiting Area
File/ Records Storage	1		500	500	High Density Filing, Books
Work Room	1		400	400	Lockable
Election Supply Closet	1		250	250	Election Supplies Storage
Safe	2		180	360	(1) Safe can be remote to office
Coat Closet	1		36	36	
Supply Closet	1		100	-	Shared Space, See "Common Areas"
Pantry	1		64	-	Shared Space, See "Common Areas"
Multifunction Room	1		1200	-	Shared Space, See "Common Areas"
Medium Conference Room	1		500	-	Shared Space, See "Common Areas"
Total Dedicated Space Square Footage				1666	
Adjacencies					
Board of Health, Building Department, Planning, Board of Appeals					
Department Notes					
Interviewee Note: Provide area for public notice displays both inside and outside. Town currently has 7 precincts and 5 polling locations. Co-locating these precincts would be ideal; a gymnasium would be required.					
Net Area Total SF:			2194		
Usable Area Required (Net Area x 1.40 Circulation)			3072		

PRELIMINARY Space utilization for discussion PURPOSE only

Department Name: Building Department

Information provided by: Kenneth R. Cimeno, Department Head
 Interview Date: 4.2.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	1	1	150	150	Commissioner (Ken Cimeno)
Workstation	5	5	64	320	
Hoteling Station	0	0	36	0	
Total Headcount	6	6			
Total Staff Square Footage				470	
Dedicated Space	Quantity		SF Standard	Net Space Required	Comments
Work Stations/ Service Counter	1		120	120	Service Counter with (3) workstations for public Adjacent to Workstations Adjacent to main office Dedicated plan room, large table Large format Printer/ Scanner, Shared with other Depts
Small Conference (4ppl)	1		120	120	
Open Filing/ Layout	1		250	250	
File Room	1		250	250	
Plan Archive Room	1		500	500	
Copy Area (Large Format)	1		120	120	
Coat Closet	1		36	36	
Total Dedicated Space Square Footage				1396	
Adjacencies					
Town Planning/Zoning Board, Conservation Comm, Health Department, Economic Development, Town Administrator, Engineering					
Department Notes					
Interviewee Notes: Meet all ADA/ MAAB regulations.					
Net Area Total SF:			1866		
Usable Area Required (Net Area x 1.40 Circulation)			2612		

PRELIMINARY Space utilization for discussion PURPOSE only

Department Name: Assessing

Information provided by: John M. Duffy, Director of Assessing
 Interview date: 4.2.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	1	1	150	150	Department Head (John Duffy)
Workstation	6	6	64	384	Assistant Department Head, Administrator
Hoteling Station	2	2	36	72	Intern Stations (Shared among three interns)
Total Headcount	9	9			
Total Staff Square Footage				606	
Dedicated Space	Quantity		SF Standard	Net Space Required	Comments
Small Conference (4ppl)	1		100	100	This could be located within Department Head Office.
Storage Room	1		64	64	
Vault	1		170	170	Fireproof, lockable storage solution.
Copy / Pantry Alcove	1		64	64	Equipment to be validated by IT, could combine map storage into counter, sim to Building Department
Coat Closet	1		36	36	
Total Dedicated Space Square Footage				434	
Adjacencies					
Tax Collector Office					
Department Notes					
<p>Overview: Department function is to assess the market valuation for taxation purposes of all residential, commercial-industrial real estate, commercial-industrial personal property, and motor vehicle/boat exercise tax issuance.</p> <p>Interviewee Notes/ Wishlist Items: Would STRONGLY appreciate space by exterior windows in new facilities. Map Tubes Bookshelf in open area (4) Tall file cabinets, File cabinets under countertop/receiving area, (2) low lateral files, (1) flat file Wall mounted literature rack at window. Current space is approximately 24' x 26'.</p>					
Net Area Total SF:			1040		
Usable Area Required (Net Area x 1.40 Circulation)			1456		

Department Name: Conservation Commission

Information provided by: Cynthia O'Connell, COA Director
 Interview Date: 4.2.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	1	1	150	150	Shared Receptionist
Workstation	1	1	64	64	
Hoteling Station	1	1	36	36	
Total Headcount	3	3			
Total Staff Square Footage				250	
Dedicated Space	Quantity		SF Standard	Net Space Required	Comments
Small Conference (4ppl)	1		120	120	Shared with Environmental
Medium Conference (8ppl)	1		250	250	Shared with Environmental
Coat Closet	1		36	36	Shared with Environmental
Plan Layout Area	1		120	120	Large table, meeting with residents
Storage	1		80	80	
Flat Files	3		16	48	
Lateral Filing	10		8	80	
Copy/ Plot Area	1			-	Shared Copier/Scanner and Plotter near
Pantry	1			-	Shared. Refer to "Common Spaces"
Total Dedicated Space Square Footage				734	
Adjacencies					
Environmental Department Building Department					
Department Notes					
<p>Interviewee Notes:</p> <p>My office is the staff for the Conservation Commission and administers the Mass Wetland Protection Act as well as the local wetlands and stormwater management by-laws. We have statutory requirements for records retention which occupies much of our office space. A lot of material is in remote storage. I have regular meetings with residents and applicants and have no place to meet with them other than the large conference room at the other end of the building. The staff consists of the Conservation Agent and an Administrative Assistant who also has responsibilities for the Finance Committee and the Capitol Outlay Committee, along with being the Social Media Coordinator.</p> <p>File and plan storage is a critical need. We currently have a significant amount of storage at Record Keeper. We also need space to accommodate flat files for plans and town maps.</p> <p>Our existing office furniture is quite new and is sufficient for our needs.</p> <p>My individual office space is sufficient for my needs and I am happy to have a door which allows me to have a quiet space for writing and reviewing projects. The common office space, shared with Environmental, is crowded with file cabinets and flat files. The location of the desk for my assistant does not allow her to prevent walk-ins from interrupting me. I like being adjacent to Environmental and think it would be beneficial to have a dedicated conference space. We currently do not have a convenient place for supplies to be stored. Overall, I would like to see provisions for one or two break rooms, equipped with refrigerators, sinks and microwaves so that food isn't being stored all over the building and so that employees have a place to eat lunch other than at their desks.</p>					
Net Area Total SF:			984		
Usable Area Required (Net Area x 1.40 Circulation)				1378	

Department Name: Environmental Department

Information provided by: Virginia LeClair, Environmental Coordinator
 Interview Date: 4.2.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	1	1	150	150	
Workstation	0	0	64	0	Shared with ConCom
Hoteling Station	0	0	36	0	Shared with ConCom
Total Headcount	1	1			
Total Staff Square Footage				150	
Dedicated Space	Quantity		SF Standard	Net Space Required	Comments
General Storage Room	1		100	100	Keep all event items safe
Compost Bin Storage Room	1		100	100	Keep pallets of compost bins
Small Conference (4ppl)	1			-	Shared. See ConCom.
Medium Conference (8ppl)	1			-	Shared. See ConCom.
Coat Closet	1			-	Shared. See ConCom.
Copy/Print/Mail Room	1				Shared resource
Pantry	1				Shared resource
Supply Room	1				Shared resource
Total Dedicated Space Square Footage				200	
Adjacencies					
Conservation Commission					
Department Notes					
Interviewee Notes: Work closely with Conservation Commission. Office recently move, keep all new filing cabinets, flat files and desks. Add additional small filing storage in Virginia's office for active files. Sell compost bins during Spring/Summer, make sense to place storage in DPW dept. but would like access closer to office so that DPW worker doesn't have to administer them to public. Dislikes: Proximity to copy machine. Lack of Shared Pantry. Set up of office should be updated to incorporate reception/office heirarchy.					
Net Area Total SF:			350		
Usable Area Required (Net Area x 1.40 Circulation)			490		

PRELIMINARY Space utilization for discussion PURPOSE only

Department Name: Credit Union

Information provided by: Paula A. Roche

Interview Date: 4.2.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	1	1	150	150	
Workstation	2	2	64	128	
Hoteling Station	0	4	36	144	
Total Headcount	3	7			
Total Staff Square Footage				422	
Dedicated Space	Quantity		SF Standard	Net Space Required	Comments
Reception Area	1		100	100	
Teller Stations	2		36	72	
Consultation Room (4ppl)	1		120	120	
Medium Conference (8ppl)	1		250	250	
Storage Closet	1		100	100	
Copy/Print/Mail Station	1		64	64	
Total Dedicated Space Square Footage				706	
Adjacencies					
Department Notes					
<p>This is the Credit Union that serves Town employees, elected officials and School Employees as members. Our field of membership allows for family members to join. This is an area that we will target market to in the next few years. Our target goal is to increase by 200 – 250 new members in the next two years. We now have approximately 1650 members. Currently, hours of operation are 9:00 – 4:00, Tuesday – Friday.</p> <p>The credit union currently leases outside of Town property. We have about 700 square feet and could easily utilize double that amount, plus some. The current configuration does not allow for the confidentiality that our members require and deserve. Lack of security prohibits the CU from having cash on hand for withdrawals. This creates a hardship for our members' having a check issued and then go to the bank to cash it. There is no teller setup...only two desks in extremely tight quarters.</p> <p>Pantry may be needed.</p>					
Net Area Total SF:			1128		
Usable Area Required (Net Area x 1.40 Circulation)			1579		

Department Name: Retirement Board

Information provided by: Lynn M. Carley, Administrator
 Interview Date: 4.2.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	1	1	150	150	
Workstation	1	1	64	64	
Hoteling Station	0	0	36	0	
Total Headcount	2	2			
Total Staff Square Footage				214	
Dedicated Space	Quantity		SF Standard	Net Space Required	Comments
Large Conference (20 ppl)	1		650	650	20 person conference room/ Board Room
Storage Room	1		150	150	Fire proof files, supplies, counters for equip.
Copy/ Pantry	1		64	64	Store old records, small fridge, microwave, sink, cabinet. Separate from rest of staff for privacy issues.
Waiting Area	1		64	64	
File Cabinets	4		8	32	
Total Dedicated Space Square Footage				960	
Adjacencies					
Department Notes					
Interviewee Notes: We are a service to Town. Provide retirement services for most Employees of the Town, except teachers. Have over 500 active members and over 300 retired members. Require to be available Monday - Friday for inquires, applications, etc.					
Net Area Total SF:			1174		
Usable Area Required (Net Area x 1.40 Circulation)			1644		

PRELIMINARY Space Utilization for discussion PURPOSE only

Department Name: Public Works

Information provided by: Joseph M. Flanagan, Dept. Head
 Interview Date: 4.2.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	2	2	150	300	Dept. Head, Highway Supt., Admin. Assistant, Shared, Not co-located Hwy Personnel, Shared lunch table (would like bench for laptops) & locker room. This is listed in "dedicated space" Headcounts are for recording purposes only.
Workstation	2	2	64	128	
Hoteling Station	18	21	-	-	
Total Headcount	22	25			
Total Staff Square Footage				428	
Dedicated Space INTERIOR	Quantity		SF Standard	Net Space Required	Comments
Sign Room	1		200	200	File Cabinets for workmans comp, gen.office files & personnel files, currently Shared with Engineering See "hoteling" for more info on population that sits here. 30' Job Trailers (3) would like 4 total
Storage Materials	1		200	200	
Pantry	1		120	120	
Medium + Conference (10 ppl)	1		300	300	
Storage Room	1		150	150	
Copy/Print/ Plot/Mail	1		120	120	
Locker Room/ Meeting Area	1		500	500	
Vehicle Garage	1		13000	13000	
Fleet Maint. Mech. Garage	1		4000	4000	
Total Dedicated Space Square Footage				18590	
Dedicated Space EXTERIOR	Quantity		SF Standard	Net Space Required	Comments
Salt Shed	1		4000	4000	Tool Shed can be shared with Parks and Recreation
Outside Storage	1		4000	4000	
Dumpster Area	1		600	600	
30' Job Trailers	4		2000	8000	
Total Dedicated Space Square Footage				16600	
Adjacencies					
Engineering Dept. Parks and Recreation Director of PW					Desireable to be near Administration staff & Highway Superintendent. Need ability to close office door.
Department Notes					
Interviewee Notes: The DPW would require an indoor garage for our equipment to park overnight. This garage would have to allow turning movements of large vehicles with plows. This would separate from the Fleet Maintenance Garage. Would like to have: Fuel Depot, back-up generator, vehicle wash station					
Net Area Total SF:			19018	interior ONLY	
Usable Area Required (Net Area x 1.40 Circulation)			26625	interior ONLY	

Department Name: Parks

Information provided by: Bob Stanley, P&R Director

Interview Date: 4.2.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	0	0	150	0	Satellite office see Town Administration
Workstation	1	1	64	64	Foreman
Hoteling Station	0	0	36	0	
Total Headcount	1	1			
Total Staff Square Footage				64	
Dedicated Space INTERIOR	Quantity		SF Standard	Net Space Required	Comments
Equipment Storage	1	1	2500	2500	Shared with DPW
Vehicle Storage	1	1	2500	2500	Not shared, 3-4 bay garage
Total Dedicated Space Square Footage				5000	
Dedicated Space EXTERIOR	Quantity		SF Standard	Net Space Required	Comments
Outdoor Shed	1		500	500	
Total Dedicated Space Square Footage				500	
Adjacencies	Public Works Recreation				
Department Notes	Interviewee Notes: Our parks department operates at the same location as the DPW. We have 4 fulltime employees. Most of the day employees are at the different parks maintaining fields.				
Net Area Total SF:			5064		
Usable Area Required (Net Area x 1.40 Circulation)			7090		

PRELIMINARY Space utilization for discussion PURPOSE only

Department Name: Recreation

Information provided by: Bob Stanley, P&R Director

Interview Date: 4.2.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	0	0	150	0	
Workstation	0	1	64	64	
Hoteling Station	0	0	36	0	
Total Headcount	0	1			
Total Staff Square Footage				64	

Dedicated Space INTERIOR	Quantity	SF Standard	Net Space Required	Comments
Indoor Basketball Court	2	4700	9400	94'x50'
Gymnasium	1	4800	4800	
Dance Studio	1	800	800	25'x32'
Challenger Program	1	750	750	23'x30'
Gymnastics/ Wrestling Arena	1	4800	4800	40'x120'
Indoor Soccer Field	1	-	-	200'x85' - Not practical at this site (columns)
Multi-function Room	1	-	-	Shared. See "Common Areas".
Total Dedicated Space Square Footage			20550	

Adjacencies

Department Notes:				
<p>Interviewee Notes: Based on the assumption my recreation staff will remain at the Dolan Center, I will not need a considerable amount of office space. I spend a lot of time commuting back and forth to Town Hall on daily basis. Would like to possibly have a shared satellite office at Town Hall. All storage and files would remain at Dolan Center.</p> <p>Currently, at Dolan Center, during peak times we do not have enough activity space.</p> <p>Wishlist Items: Administrative: 1. Complete handicap accessible office space for all of our needs. Parks, Recreation, and Administration 2. Fully functional telephone and computer equipment (not your personal computers) in each office location 3. Access to a mail-room in the same building as out offices. (not on the other side of town)</p> <p>Parks: 1. Enough storage for all of our equipment that is normally stored in the elements 2. A fully functional repair garage for our vehicles and equipment. (or access to DPW's garage) - Shared</p> <p>Recreation: 1. Adequate room for our programs to expand that are normally restricted by lack of size at the Dolan Center 2. Location for indoor/outdoor skating rinks 3. Location for a multi generational work out facility for all ages (gym) 4. Location for an indoor/outdoor arena that could be used for any Town/recreational programs We have multi-use playing fields, we should be looking into multi-use gymnasium's (soccer/tennis/basketball/baseball/softball/dodge ball)</p>				
<table border="1"> <tr> <td>Net Area Total SF:</td> <td>20614</td> </tr> <tr> <td>Usable Area Required (Net Area x 1.40 Circulation)</td> <td>28860</td> </tr> </table>	Net Area Total SF:	20614	Usable Area Required (Net Area x 1.40 Circulation)	28860
Net Area Total SF:	20614			
Usable Area Required (Net Area x 1.40 Circulation)	28860			

Department Name: Engineering/GIS

Information provided by: Jason Mammon, Department Head
 Interview Date: 4.2.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	3	3	150	450	(4) People Share an Office Currently Plus (1) Admin, shared with DPW
Workstation	1	1	64	64	
Hoteling Station	2	2	36	72	
Total Headcount	6	6			
Total Dedicated Space Square Footage				586	
Dedicated Space INTERIOR	Quantity		SF Standard	Net Space Required	Comments
Medium + Conference (10 ppl)	1		350	350	Informal gather room (shared with DPW)
Storage Room	1		100	100	For surveying equip. and traffic equip.
Plan Room	1		250	250	For storage of plans and equip. with table to accom. 2 staff members, near offices and scanner
Map Room (GIS)	1		150	150	
Copy/Print	1		120	120	Dedicated plotter and Layout
Total Dedicated Space Square Footage				970	
Dedicated Space EXTERIOR	Quantity		SF Standard	Net Space Required	Comments
Garage(3 Town Vehicles)	3		4000	12000	Storage of Town Vehicles during snow storms/storing equipment, Shared with DPW
Total Dedicated Space Square Footage				12000	
Adjacencies	Public Works				
Department Notes	<p>The Engineering Department is currently made up of 3 FT employees (Director of Engineering, Infrastructure Engineer and Project Engineer), a GIS Division comprised of 1 full time employee (GIS Manager), two interns (1 for ENG and 1 for GIS) and an administrative assistant that is shared with the DPW.</p> <p>Director of Eng needs visiblity/communication w/ infrastructure eng; Director of Eng needs visiblity/communication w/ Project eng, Need direct access with GIS Intern, works closely with Eng. Intern, close proximity</p>				
Net Area Total SF:			1556		
Usable Area Required (Net Area x 1.40 Circulation)			2178		

Department Name: Finance Department

Information provided by: Mariellen Murphy, Director of Finance, William Ralph, Acting Collector, Donna Bowse, Acting Treasurer, Susan Shaw, Town Accountant, Chris Howell, Financial Analyst

Interview date: 4.2.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	9	11	150	1650	Dir. of Finance, Town Accountant, Deputy Dir., Assist. Dir., Assist. Treasurer, IT Dir., Assist. IT Dir., HR Dir., Financial Analyst, Purchasing Dir. Accounting Clerks, Tax Clerks, Payroll Coordinator, IT Help Desk Tech, Admin Assistant
Workstation	6	10	64	640	
Hoteling Station	0	0	36	0	
Total Headcount	15	21			
Total Staff Square Footage				2290	

Dedicated Space	Quantity	SF Standard	Net Space Required	Comments
Small Conference (4ppl)	3	120	360	Collectors, HR-Private, 1 attached to Dir. Fin
Presentation Room	1	1500	-	Shared. See Common Areas-Conference
Coats	1	18	18	
Supply Room	1	400	400	For office equipment, printer equipment
Central Purchasing	1	40	40	Supply room for office supplies inventory
Collectors Office's safe room	1	50	50	Safe
Treasury's safe room	1	150	150	
File Cabinets	35	14	490	34 Vertical 4-drawer filing cabinets
Conference Room (8 ppl)	2	225	450	Shared/Private
Copy/Print	2	100	200	High-volume copier/scanner/printer (2)/fax
Closet	1	25	25	Committee material dropoff/pickup near entry
Open area/Break out space	1	100	100	
Customer waiting area	1	250	250	Near department entry, includes counter area
Computer Lab	2	500	1000	20 Seat workstations
Library	1	100	100	
Total Dedicated Space Square Footage			3255	

Collectors office	Within organization	Near main entry, High volume, Secure from out Adjacent to Collector's/ Collocated or divided Should be near Board of Assessors office Adjacent to Town Administrator's office Adjacent to Collections Adj. or collocated with HR Dept.
Dept's other divisions	Public access	
Finance Dept.	Within organization	
Budget & Mgmt	Within organization	
Treasury	Within Dept.	
Treasury Office	Within Dept.	

Department Notes	
<p>The Finance Dept. consists of six functional divisions: Accounting; Treasury; Collections; Information Technology; Budget & Mgmt; and Purchasing. An additional function, Human Resources can be integrated with the Dept. as well. Employees' assigned divisions are identified in the Personal Requirements matrix.</p> <p>If treasury and collections are in a combined area a single safe with secured file storage will suffice.</p> <p>Dept: High-volume copier/scanner/printer machines (2) and Fax machine Collectors office: Customer window, 25 feet, 3 regular workstations at window and one at a lower height for handicap access; cash registers (4); high-volume copier/printer/scanner; customer workstations aside Collectors office Treasury: Customer window, 10 feet. High-volume copier/scanner/printer, if separated from accounting Central Purchasing: Postage machine Information Technology: Computer labs (2) with capacity for 20 computer workstations, a printer, and telephone</p> <p>Space Type: 1. Data Center (xxx sf): Needs sufficient space for Town and School computer equipment in secure area accessible by scan card or fingerprint system. 2. Dept. Library (100 sf) 3. Drive-through window for Collectors office (External):Space internally for workstation at window 4. Roped line for customers at Collectors office (20x6, 120sf): External to office 5. Training area in Finance Dept.: Space for 5 workstations to train users on software and accounts payable programs</p> <p>Deputy Director, Assistant Director of Finance, and Town Accountant need enclosed offices. Financial Analyst's office should be located in Finance Dept. Current space is inadequate for meetings, work areas are overcrowded, and lacks appropriate configuration for efficient filing system. The Technology Dept. is too small without room for futher growth. See attached.</p>	
Net Area Total SF:	5545
Usable Area Required (Net Area x 1.40 Circulation)	7763

Department Name: Health

Information provided by: Catherine Cardinale, Health Director

Interview Date: 4.3.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	2	4	150	600	Director, Assistant Director, Nurse (1), Nurse (2)
Workstation	2	2	64	128	Inspector, Admin
Hoteling Station	0	1	36	36	Intern
Total Headcount	4	7			
Total Staff Square Footage				764	
Dedicated Space	Quantity		SF Standard	Net Space Required	Comments
Reception Area	1		120	120	4-6 ppl
Nurse Consult Room	1		150	150	Adjacent to Nurse Offices, HIPA Seating/Table,
Small Conference (4ppl)	1		120	120	Confid. review of plans, restaurant, septic pools
Storage Room	1		150	150	Inventory of emergency preparedness supplies - nursing, First Aid, CPR Dummies, etc.
Copy Alcove	1		64	64	Laminator, 2 printers, copier, fax, charging iPhone/iPad station
File Cabinets	10		4	40	
Book Shelves	10		8	80	
Total Dedicated Space Square Footage				724	
Adjacencies					
Building Dept. Conservation Town Planning					
Department Notes					
Display of literature Director office specifications: Map Storage (tubes), large table, storage, book shelves, cable hook ups Book shelves, files, display area(awards/flyers)					
Net Area Total SF:			1488		
Usable Area Required (Net Area x 1.40 Circulation)			2083		

Department Name: Economic Development

Information provided by: Karen O'Connell, Director of Economic Development
 Interview Date: 4.3.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	1	1	150	150	One person department
Workstation	0	0	64	0	Budget restraints
Hoteling Station	0	1	64	64	Share Town Admin. suite now
Total Headcount	1	2			
Total Staff Square Footage				214	
Dedicated Space	Quantity		SF Standard	Net Space Required	Comments
Small Conf. Room (4ppl)	1		150	150	Attached, near or adjacent to Office.
Medium Conference (6-8)	1		250	250	Dedicated.
Display/Showcase	1		80	80	Showcase project boards, zoning maps, brochures, business guides, etc. "Proper Stage"
Storage Closet	1		80	80	
Total Dedicated Space Square Footage				560	
Adjacencies					
Town Administration, Shared conferencing and intern resources.					
Department Notes					
Interviewee Note/Wishlist: - I'm not sure I need large lateral cabinets, I favor file draws within reach of my desk if possible. - On a major level I am trying to impress the potential future business/commercial/developers with Dedham and what we have to offer and also reach out and strengthen the existing business base so they continue to grow and expand. My office is the stage to make that happen, I would like it to reflect that strategic purpose and not be a cramped and overflowing space. - The presence of a hanging open box of electrical wires in my current conference room is terrible. - A more up to date, neutral color scheme for the interior walls would also be a plus. - Windows, wall space to display maps, floor space for display easels to highlight new and changing projects, surfaces to display brochures including stand up racks for vertical display, plus enough seating in both the conference area and my office. - I have one extra chair in my office now and I would like at least space for two chairs in front of my desk so that I could speak with more than one person at a time informally.					
Net Area Total SF:			774		
Usable Area Required (Net Area x 1.40 Circulation)			1084		

Department Name: Veterans & Parking Clerk

Information provided by: William Aitken, Veterans Services Officer
 Interview Date: 4.3.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	1	1	150	150	Dept. Head
Workstation	1	1	64	64	Admin.
Hoteling Station	0	0	36	0	
Total Headcount	2	2			
Total Staff Square Footage				214	

Dedicated Space	Quantity		SF Standard	Net Space Required	Comments
Reception Area	1		64	64	Seating, seperated.
Small Conference (4 ppl)	1		120	120	Dedicated
Storage Closet	1		100	100	
Coats	1		36	36	
Service Counter for Tickets	1		84	84	
Total Dedicated Space Square Footage				404	

Adjacencies	
Indirect adjacency to Council on Aging	

Department Notes	
Overview: ---Will stay same size - no interns/temps ---Council on Aging will handle some Veteran affairs issues ---Meeting - Does meet families, could use a small conf/Huddle -Have confidential files & currently doesn't lock -Currently have files in two rooms & would like them in one space -White board for messaging for times when office is closed, needs to be directly outside ---Parking Office -Does not have a locked safe & would prefer it. ---Half door works & prevents people from just walking in. ---Dark and too small! ---Current configuration for sight lines within the office works great today -Needs to be able to see the flag poles ---Message board in hallway Interviewee Notes: Lines of sight in current set up are ideal. Would like to maintain in new space. View of Flag must be visible from office for adequate management. Pamphlet display area needed / wall space. Need storage of VA Collections --> separate room for these collections Parking service needs a counter and separate waiting area with visibility for the receptionist/ privacy for veterans.	
Net Area Total SF:	618
Usable Area Required (Net Area x 1.40 Circulation)	865

Department Name: Town Administration

Information provided by: Bill Keegan, Town Administrator, Nancy Baker, Assistant Town Administrator, Carmen DelloIaconco
 Interview Date: 4.3.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	4	4	150	600	Town Admin, Assistant TA, School Admin, & Satellite (P&R)
Workstation	3	3	64	192	Asst. Admin., Admin (2)
Hoteling Station	1	1	36	36	
Total Headcount	8	8			
Total Staff Square Footage				828	

Dedicated Space	Quantity	SF Standard	Net Space Required	Comments
Reception Area	1	64	64	Chairs, entry set up near workstations
Small Conference (4ppl)	2	120	240	Selectmen, Shared
Medium Conference (8ppl)	1	250	250	Shared with Economic Development
Coat Closet	1	36	36	Shared with Economic Development
General Storage	1	120	120	
Flat Files	3	16	48	
Records Storage	1	1000	1000	
Print/Copy/Multi-stationary	1	64	64	Provide layout area and open shelving
Mail Room	1	-	-	Intra-department for Board - at shared room
Total Dedicated Space Square Footage			1822	

Adjacencies
Economic Development HR <--> Finance Board of Selectmen Office Mail Correspondence

Department Notes				
Overview: -Need an office for shared facilities person in admin, satellite location office should be able to accommodate a meeting. -Mail room - shared. -Consider rules for who gets copiers and printers vs. who shares -Emergency operations center can be the same space as one of the large conference rooms --Needs backup power -- AV -- Access to data lines --Between Town Admin --Would be the same room as the selectmen room Interviewee's Notes: Kitchen: independently run by Rebecca's or sim. Used by Council for Aging. Private pantry				
<table border="1" style="width: 100%;"> <tr> <td>Net Area Total SF:</td> <td style="text-align: center;">2650</td> </tr> <tr> <td>Usable Area Required (Net Area x 1.40 Circulation)</td> <td style="text-align: center;">3710</td> </tr> </table>	Net Area Total SF:	2650	Usable Area Required (Net Area x 1.40 Circulation)	3710
Net Area Total SF:	2650			
Usable Area Required (Net Area x 1.40 Circulation)	3710			

Department Name: Town Planner

Information provided by: Richard McCarthy

Interview Date: 4.3.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	1	1	150	150	Office - Sight Lines - all need to see door
Workstation	1	1	64	64	
Hoteling Station	0	1	36	36	
Total Headcount	2	3			
Total Staff Square Footage				250	
Dedicated Space	Quantity		SF Standard		
Conference Room (15ppl)	1		550	550	
Lateral FC 4H	5		8	40	2x4
Vertical FC 3H	3		8	24	2x4
Flat Files Large	1		20	20	5x4
Flat Files Small	1		12	12	3x4
Storage Room	1		165	165	11x15
Cabinet	2		80	160	
Copy Area (Large Format)	1		60	60	Large format Printer/Scanner
Total Dedicated Space Square Footage				1031	
Adjacencies					
Conservation Environmental Economic Development Board of Health Building Engineering/GIS					
Department Notes					
Interviewee Notes: (1) Shelving and (1) Cabinet for Office					
Net Area Total SF:			1281		
Usable Area Required (Net Area x 1.40 Circulation)				1793	

Department Name: Human Resources

Information provided by: Town Administration
 Interview Date: 4.2.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	2	3	150	450	
Workstation	1	2	64	128	
Hoteling Station	1	1	36	36	
Total Headcount	4	6			
Total Staff Square Footage				614	
Dedicated Space	Quantity		SF Standard	Net Space Required	Comments
Small Conference (4ppl)	1		100	100	
Files	1		250	250	
Storage Room	1		60	60	
Mail/Copy/Print/Shred/Fax	1		-	-	Common Spaces
Total Dedicated Space Square Footage				410	
Adjacencies					
Finance Dept.					
Benefits and Labor Relations					
Department Notes					
Display of literature Book shelves, files, display area(awards/flyers)					
Net Area Total SF:			1024		
Usable Area Required (Net Area x 1.40 Circulation)			1434		

PRELIMINARY Space utilization for discussion PURPOSE only

Department Name: Council on Aging

Information provided by: Laura Levanthal, Department Head
 Interview date: 4.3.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Offices	1	1	150	150	Department Head, Program Manager & Assistants
Large Offices	1	2	300	600	Assistant Head
Admin workstation	1	1	64	64	Shared Office- Clinic Health, Tax preparer
Total Headcount	3	4			
Total Dedicated Space Square Footage				814	
Dedicated Space INTERIOR	Quantity		SF Standard	Net Space Required	Comments
Reception/Lobby	1		800	800	
Extra Large Conference	1		1500	1500	30-40 people for classes, presentations, etc.
Multi-Function Room	1		2500	2500	Food, activities(leave tables) - Cable TV, Informal
Fitness Room	1		1500	1500	
Arts and Crafts	1		800	800	Provide a sink and storage
Library/small group/media	1		1000	1000	
Restroom, HC Accessible	4		80	320	Adjacent to CoFA
Full Kitchen	1		-	-	Shared. See "Common Areas"
Copy/Print	1		64	64	Copy machine, printer
General Storage	1		2500	2500	Storage for variety of functions
Total Dedicated Space Square Footage				10984	
Dedicated Space EXTERIOR	Quantity		SF Standard	Net Space Required	Comments
Parking Spaces	40		350	14000	Van 2 spots, Supplemental 58 spaces during events
Outdoor Patio	1		500	500	
Total Dedicated Space Square Footage				14500	
Adjacencies					
Board of Health Youth Commission Kitchen Reception Admin outreach					next to multifunction rm adjacent to admin. Area next to lobby/reception
Department Notes					
Overview: -Outreach worker should have their own files in the office -Bathrooms dedecated if possible (45 SF min required for ADA) -Should be multi-stall restrooms and single user restroom. Storage is critical and shoul dbe 1/3 of total programmed area, spread out throughout the center adjacent to areas that require the storage -2-3 FC in General Admin. Area -4 large FC for Outreach Office -Multi-function space is separate from the conference room. Ideally the tables would be left -Would like a full kitchen (500sf) currently not offering a lunch program and do not see that happening in the future. Not the state run program but would off a Interviewee Notes/ Wishlist Items: -Site - van parking - 2 spots -access to outdoors - patio, walking -participants parking - 100 visitors -entry access & within building access for seniors -running water in the crafts room -3-4 bathrooms, within the center Interviewee Dislikes: -No bathrooms, running water -Too small -Need seperate rooms for activities -Need privacy for meetings with clients/health screenings					
Net Area Total SF:			11798		
Usable Area Required (Net Area x 1.40 Circulation)			16517		

Department Name: Police
Information provided by: Chief Michael d'Entremont
Interview Date: 4.3.13

Personal	Current Count	2 years from now	SF Standard	Net Space Required	Comments
Office	16	18	150	2400	Dept. Head, Exec. Officer, Admin.
Workstation	44	43	64	2816	
Hoteling Station	1	3	36	36	
Total Headcount	61	64			
Total Staff Square Footage				5252	
Dedicated Space INTERIOR	Quantity		SF Standard	Net Space Required	Comments
Public Lobby	1		240	240	Connected Public restrooms and large meeting room
Soft Interview Room	1		104	104	
Roll Call/Patrol Room	1		430	430	Dedicated area for Patrol Supervisors Sep. Dept.-work together
Reception/Desk Officer	1		160	160	
Supervisor Cubicles	1		802	802	
Dispatch	1		633	633	
Work Room	1		144	144	
Radio/IT Equipment	1		200	200	
Duty Bag Storage	1		48	48	
Sally Port	1		928	928	
Booking Area	1		233	233	
Juvenile Cell	1		70	70	
Hard Interview Room	1		144	144	72 sf per
Viewing Area	1		80	80	1 male, 2 female - Holding cells separate by gender, 70 sf per
Prisoner Holding	1		490	490	
Evidence Processing	1		150	150	85'X30' (four lanes with 10'-12' ceilings)
Juvenile Interview	1		72	72	
Evidence Storage	1		240	240	
Found Property Storage	1		120	120	
Computer Forensic Lab	1		160	160	
Forensic Lab with Evidence Storage	1		400	400	
Male Locker Room	1		1127	1127	
Female e Locker Room	1		406	406	
Armory/Weapons Storage	1		187	187	
Bulk Property Storage	1		120	120	
Motorcycle/Bike/Storage	1		308	308	1 per 30sf
Vehicle Processing	1		450	450	
Equipment Storage	1		450	450	No locker - touchdown area could use a locker
Firing Range	1		2550	2550	
Range Storage	1		307	307	
Range Simulator	1		400	400	
General Storage	1		180	180	
Fitness Center	1		640	640	
Training Room (Conf 55ppl)	1		1650	1650	
Custodial	1		50	75	
Total Dedicated Space Square Footage				14698	
Dedicated Space EXTERIOR	Quantity		SF Standard	Net Space Required	Comments
Garage	1		1800	1800	
Loading Dock	1		450	450	
Parking Spaces	23		350	8050	
Total Dedicated Space Square Footage				10300	
Adjacencies					
Department Notes					
Overview: 20 Vehicles --- 1 at legacy place. (19) Cruisers, (1) transport van, (1) pick-up truck, (2) drug vehicles, (4) motorcycles, (3) radar trailers, 1 equipment trailer Storage for court files					
Net Area Total SF:			19950		
Usable Area Required (Net Area x 1.40 Circulation)			27930		

PRELIMINARY Space utilization for discussion PURPOSE only

Common Areas - Infrastructure

Information provided by: SG&A Team. To be validated by Town of Dedham Team

Space Type	Quantity	SF Standard	Net Space Required	Comments
Reception	1	750	750	Seating, Public Notices, Veterans Board, Directory, Map
Mail Room	1	1200	1200	Centralized Mail
Copy Center	1	1200	1200	Centralized Copy Center
Supply Closet	3	150	450	
Main Supply Room	1	400	400	
Compost Bin Storage Room	1	250	250	
Data Center	1	3000	3000	
IDF Closets	3	150	450	
Mechanical/ Electrical	tbd	1000	1000	
Toilet Rooms	tbd	4210	4210	Existing core restrooms. Additional may be required.
Mother's Room	2	100	200	
Fitness Center	1	1000	1000	
Locker Room	2	800	1600	(Men's and Women's)
Gymnasium	1	6000	6000	
Cafeteria Servery (Public)	1	2375	2375	
Cafeteria Seating (Public)	1	2210	2210	
Vending	3	12	36	Distributed
Employee Coffee Alcove	4	225	900	No public access
Employee Breakroom	1	1200	1200	For lunch storage, non-public seating area. No public access
Total Dedicated Space Square Footage			28431	
Notes				
EO Notes: -An independent EOC will allow for dedicated space specifically designed to function properly during an emergency or disaster. It will also allow for training exercises related to emergencies and disasters that otherwise cannot be held in the current space. -Personnel in the center will vary, typically the person/persons stationary in the shelter include the Town Administrator and/or Assistant Town Administrator, Police Chief or designee, Fire Chief or designee, Public Works Director and administrative staff members, Health Director, Civil Defense Director and/or members of the Auxiliary Police Department. It may expand to include a representative of Fallon Ambulance, GID and NSTAR or others, depending on the severity of the incident.				
Net Area Total SF:			28431	
Usable Area Required (Net Area x 1.40 Circulation)			39803	

Common Areas - Meeting and Gathering Space

Information provided by: SG&A Team and Town of Dedham Administration. To be validated by Town of Dedham.

Space Type	Quantity	SF Standard	Net Space Required	Comments
Medium Conference (8-10 ppl)	1	250	250	Shared
Large Conference (25-30 ppl)	1	750	750	Shared
Auditorium Style Conf. Center	1	2000	2000	For Emergency Ops. Incl. back up power / air
Multi-Purpose Meeting Room	3	2000	6000	
Total Dedicated Space Square Footage			9000	
Notes				
Net Area Total SF:			9000	
Usable Area Required (Net Area x 1.40 Circulation)			12600	

PRELIMINARY Space utilization for discussion PURPOSE only

PROGRAMMING SUMMARY									
	Office - Standard	Offices - Large	Workstation	Hoteling Station	Projected Staff Count	Staff Area (SF)	Dedicated Support Area EXTERIOR (SF)	Dedicated Support Area INTERIOR (SF)	Area Total (SF) including Circulation Factor of 1.4
Common Areas									
Common Areas - Infrastructure	*	*	*	*	*	*	*	28431	39883
Common - Conference	*	*	*	*	*	*	*	9000	12600
Total Square Footage (Includes Net Area x 1.40 Circulation Factor)									52,403
Departments									
Town Clerk	2	*	3	1	6	528	*	1666	3072
Building Department	1	*	5	0	6	470	*	1396	2612
Assessing	1	*	6	2	9	606	*	434	1456
Conservation Commission	1	*	1	1	3	250	*	734	1378
Environmental Department	1	*	0	0	1	150	*	200	490
Credit Union	1	*	2	4	7	422	*	706	1579
Retirement Board	1	*	1	0	2	214	*	960	1644
Public Works	2	*	2	21	25	428	*	18590	26625
Parks	0	*	1	0	1	64	*	5000	7090
Recreation	0	*	1	0	1	64	*	20550	28860
Engineering/GIS	3	*	1	2	6	586	*	970	2178
Finance Department	11	*	10	0	21	2290	*	3255	7763
Health	4	*	2	1	7	764	*	724	2083
Economic Development	1	*	0	1	2	214	*	560	1084
Veterans & Parking Clerk	1	*	1	0	2	214	*	404	865
Town Administration	4	*	3	1	8	828	*	1822	3710
Town Planner	1	*	1	1	3	250	*	1031	1793
Human Resources	3	*	2	1	6	614	*	410	1434
Council on Aging	1	2	1	*	4	814	*	10984	16517
Police	18	*	43	3	64	5252	*	14698	27930
Total Staff Counts	57	2	86	39	184				
Total Staff Area									140,162
Total Staff Area and Common Area (includes 1.4 Circulation Factor)									192,566
Available Square Footage at Rustcraft Road									190,827
Dedicated Support Area - Exterior									
Parks		*	*	*	*	*	500	*	*
Council on Aging		*	*	*	*	*	14500	*	*
Police	*	*	*	*	*	*	10300	*	*
Public Works	*	*	*	*	*	*	16600	*	*
Total Exterior Area							41,900		