

## Town of Lee - Town Hall, Library, Historical Society Program Summary

AG Architects Project No. 16-704  
9 January 2017

Room Name	Current SF	Proposed SF	Comments	
<b>Town Hall</b>				
<b>Selectmen Meetings</b>	0	Future 30' x 40'	0	Meetings currently held at Public Safety Complex Selectmen, Boards, Commissions, Committees Planning Board 10-12 Members + Public 0-60 Zoning Board 10-12 Members + Public 0-60 Meet PSC, Mast Way School, Grange Future: Design to add in future, 60-70 seats
<b>Selectmen Meetings Subtotal</b>	<b>0</b>		<b>0</b>	
<b>Public Reception</b>	186		160	Current Reception, copier, mail; limit access
<b>Public Reception Subtotal</b>	<b>186</b>		<b>160</b>	
<b>Town Administrator</b>				
Town Administrator Office (Julie)	100	12' x 15'	180	Meeting table 3-4 persons, interact with public, desk, computer desk, shelves for reference material, natural light.
<b>Town Administrator Subtotal</b>	<b>100</b>		<b>180</b>	
<b>Administrative Assistant</b>				
Office (Denise)	63		80	
Coomon Area	118		120	
<b>Administrative Assistant Subtotal</b>	<b>181</b>		<b>200</b>	
<b>Finance Office</b>				
Finance (Joann)	140		140	
<b>Finance Office Subtotal</b>	<b>140</b>		<b>140</b>	
<b>Assessor Office</b>				
Office	101		120	
<b>Administrative Assistant Subtotal</b>	<b>101</b>		<b>120</b>	
<b>Shared Office</b>				
Office	114		80	Accounting, Welfare, Cemetery Trustees, Supervisor of the Checklist
Work Space	Included Above		80	Part Time - Accounting
<b>Administrative Assistant Subtotal</b>	<b>114</b>		<b>160</b>	
<b>Public Conference Room, First Floor</b>				
Conference Room	208	14' x 16'	224	Table, 6-8 Seats., Files
Files	Included Above		120	Separate Files
<b>Public Conference Room Subtotal</b>	<b>208</b>		<b>344</b>	
<b>Public Conference Room, Second Floor</b>				
Conference Room	460	16' x 20'	320	Locate on First Floor, Table, 8-10 Seats., Files
Committee Workroom	Included Above		0	See Boards and Commissions Below
<b>Public Conference Room Subtotal</b>	<b>460</b>		<b>320</b>	
<b>Selectmen Work Space, Second Floor</b>				
	235	8' x 10'	80	Desk, Computer access
<b>Selectmen Work Space Subtotal</b>	<b>235</b>		<b>80</b>	
<b>Miscellaneous</b>				
Vestibule, Front	40		40	
Rear Entry Corridor	71		100	
Public Toilet	45	(2) 7'-6" x 8'	120	
Break Room	45		80	
Copy/Mail Room	Included in Public Reception	10' x 12'	120	
Supply Storage	Included in Public Reception		80	
Mechanical (Second Floor Eaves)	65		225	
Server/Storage (Second Floor Eaves)	65		120	18 File Boxes for Planning/Zoning
Storage	Included Above		100	
<b>Miscellaneous Subtotal</b>	<b>331</b>		<b>985</b>	

Room Name		Current SF		Proposed SF	Comments	
<b>Town Clerk/Tax Collector</b>						
Public Counter	5'-8" x 15'-6"	88		8' x 15'	120	5-6 Persons, 1-2 chairs; Provide accessible station; Public counter; Bulletin board
Work Stations	13'-5" x 15'-6"	208		15' x 20'	300	Two workstations, increase size with U return; State printers, want 2 local printers, copier, fax, (2) 4-drawer vertical files, (1) 2-drawer lateral files; Add shelving
Private Work Space		0		10 x 12	120	Third work station, Meetings for privacy- marriage, payments, etc.; Computer, printer
Vault	10'x 12' Portion Container	120		12' x 15'	180	Currently use (2) safes (12 SF), DMV safe and portion of storage container (Records, Elections Tax Records, DMV Records) (120 SF)
Storage		0		8' x 10'	80	Currently (2) cabinets (9 SF) in Public area; Ballot machine, genral storage
<b>Town Clerk/Tax Collector Subtotal</b>		<b>416</b>			<b>800</b>	
<b>Planning, Zoning, Building Department</b>						
Office, Planner (Caren)	11'-7" x 16'-6"	192			200	Meets with 2-3 persons; wall space for maps Desk with dual monitors
Office, Building Inspector (Bill)	11'-7" x 11'-6"	133			135	Meets with 1-2 persons; wall space for display Drafting table for layout; shelves
Public Vestibule	4'-4" x 11'-4"	49			50	Counter for forms; Limit access to Department; Exterior access useful (dirty boots)
Conference Room	11'-2" x 18'-8"	209		12' x 18'	216	Private Meetings, 6-10 capacity; Multiple daily meetings; copier, printer, fax, shredder; (2) plan files (projects), add plan file
Work Space	Included above	0		10'x 12'	120	Locate plan files, copier, etc.
File Room	11'-8" x 11'-1"	129		12' x 18'	180	Property files (5) 4-drawer, +1 future Zoning Board (3) 4-drawer, +1 future Planning Board (7) 4-drawer, +1 future Health (2) 4-drawer, +1 future Legal (1) 4-drawer; Safe
Storage Room (House Plans)	11'-8" x 12'-8"	134		12' x 12'	144	Shelves - Minutes, Codes, (2) plan files
Storage Room (Previous Heritage Commission)	5' x 14'	70			0	
Toilet	5' x 6'	30		7'-6" x 8'	60	
Mechanical	4'-3" x 6'	26				Include with town Hall
<b>Planning, Zoning, Building Department Subtotal</b>		<b>972</b>			<b>1,105</b>	
<b>Boards and Commissions</b>	Included Above	0		12' x 14'	168	File storage, work counter, computer access. Separate Workroom, Table, files Heritage Commission - (2) 4-drawer files Conservation Commission - (3) 4-drawer files, maps chart tubes, shelves (reports)
<b>Boards and Commissions Subtotal</b>		<b>0</b>			<b>168</b>	
<b>Town Hall Subtotal Net SF</b>		<b>3,416</b>			<b>4,762</b>	
<b>25% Circulation and Walls</b>					<b>1,191</b>	
<b>Town Hall Total Estimated Gross SF</b>					<b>5,953</b>	

Room Name		Current SF		Proposed SF	Comments
<b>Library</b>					
Library					
Entrance and Lobby		210	8' x 10' 12' x 15'	80 180	Vestibule Lobby, Access to Circulation Desk
Circulation Desk		187		240	
Photocopier		8		25	
Reference Area		374	25' x 25'	625	
Computers		99		200	
Media - Audio Books		114		120	
Media - DVD's		58		80	
Adult - Fiction	Included Above in Adult	722		1,200	
Adult - Non-Fiction					
Adult Seating, Periodicals	Included Above in Adult			250	
Collection Room		0	12' x 18'	216	
Young Adult		113	15' x 15'	225	
Children's Room		421			
Common Area	Included Above in Children's			840	
Parenting	Included Above in Children's			110	
Toddlers	Included Above in Children's			350	
Children's Storage	Included Above in Children's			120	
Meeting Room	Basement 1996	714	25' x 32'	800	Locate on First Floor for Access, Basement 2 becomes Storage
Multipurpose Room		0		250	Meeting Space for Town Organizations
Director's Office		73		150	
Library Workroom		0		300	
Toilet		49	(2) 7'-6" x 8'	120	
Staff Room	Counter	14	10' x 12'	120	
Server Room		24	8' x 8'	64	
<b>Library Subtotal</b>		<b>3,180</b>		<b>6,665</b>	
<b>Library Subtotal Net SF</b>		<b>3,180</b>		<b>6,665</b>	
<b>20% Circulation and Walls</b>				<b>1,333</b>	
<b>Library Subtotal SF</b>				<b>7,998</b>	
<b>Storage</b>					
General Storage	Basement 1962	833		833	Existing Basement 1962 remains as Storage
	Basement 1996 Included Above			714	Existing Basement 1996 becomes Storage
<b>Storage Subtotal</b>		<b>833</b>		<b>1,547</b>	
<b>Mechanical</b>					
Mechanical Closets	Basement 1962	52			
	Basement 1996	55			
Elevator		0	(2) 8' x 8'	0	128 SF if Two floors, Accessibility to Basements
Elevator Machine Room		0	8' x 10'	0	80 SF if Two Floors
<b>Mechanical Subtotal</b>		<b>107</b>		<b>0</b>	
<b>Library Storage/Mechanical Subtotal SF</b>		<b>940</b>		<b>1,547</b>	
<b>Circulation and Walls</b>	<b>18.8% Existing</b>	<b>776</b>		<b>321</b>	
<b>Library Total Estimated Gross SF</b>		<b>4,896</b>		<b>9,866</b>	

<b>Historical Society</b>					
<b>Display</b>					
First Floor	25'-8" x 17'-1"	439		1,000	Permanent Exhibit Temporary Exhibits Research Table, chairs
Second Floor	25'-8" x 17'-1"	439		100	
Large Covered Display		0		1,000	
Gift Shop		0		100	Sales
Stair - Basement	3'-2" x 12'-9"	41			
Stair - First Floor	3'-6" x 17'-1"	60			
Office		0		100	Two desks, (4) file cabinets, extra chairs, storage
Toilet		0	7'-6" x 8'	60	
<b>Display Subtotal</b>		<b>979</b>		<b>2,460</b>	
<b>Storage</b>					
Basement	25'10" x 16'-1"	417		200	Climate controlled General dry storage
				200	
<b>Storage Subtotal</b>		<b>417</b>		<b>400</b>	
<b>Historical Society Subtotal Net SF</b>		<b>1,396</b>		<b>2,860</b>	
<b>25% Circulation and Walls</b>				<b>715</b>	
<b>Historical Society Total Estimated Gross SF</b>				<b>3,575</b>	
<b>Town Records</b>					
<b>Files</b>					
Public Safety Complex Storage	Box Storage	260	20' x 20'	400	Estimate, Heritage Commission Evaluating
<b>Town Records Subtotal Net SF</b>		<b>260</b>		<b>400</b>	
<b>20% Circulation and Walls</b>				<b>80</b>	
<b>Town Records Total Estimated Gross SF</b>				<b>480</b>	