

1981

TOWN OFFICE SPACE NEEDS ANALYSIS

<u>OFFICE</u>	<u>EXISTING S.F.</u>	<u>PROPOSED S.F.</u>	1981 proposed, new building at Wait House
Town Clerk	360 s.f.	400 s.f.	450
Legal Work Space	share meeting table	250 s.f.	incl. above
Meeting Room	342 s.f.	600 to 800 s.f.	1,000
Vault	72 s.f.	250 s.f.	192
Copier & Supplies	shared	100 s.f.	incl. TC above
Town Adm. Office	100 s.f.	100 to 120 s.f.	96
Zoning Adm. Office	80 s.f.	100 to 120 s.f.	80
Assessor's Office	80 s.f.	100 to 120 s.f.	64
Spare Office	none	100 to 120 s.f.	none
Entrance	140 s.f.	100 s.f.	240
Public Bathrooms	60 s.f.	90 s.f.	80
Kitchen	none	100 s.f.	40
Hallways/waste	75 s.f. vault hallway	300 to 400 s.f.	350
TOTAL	1,300 s.f.	2,600 to 3,000 s.f.	2,600