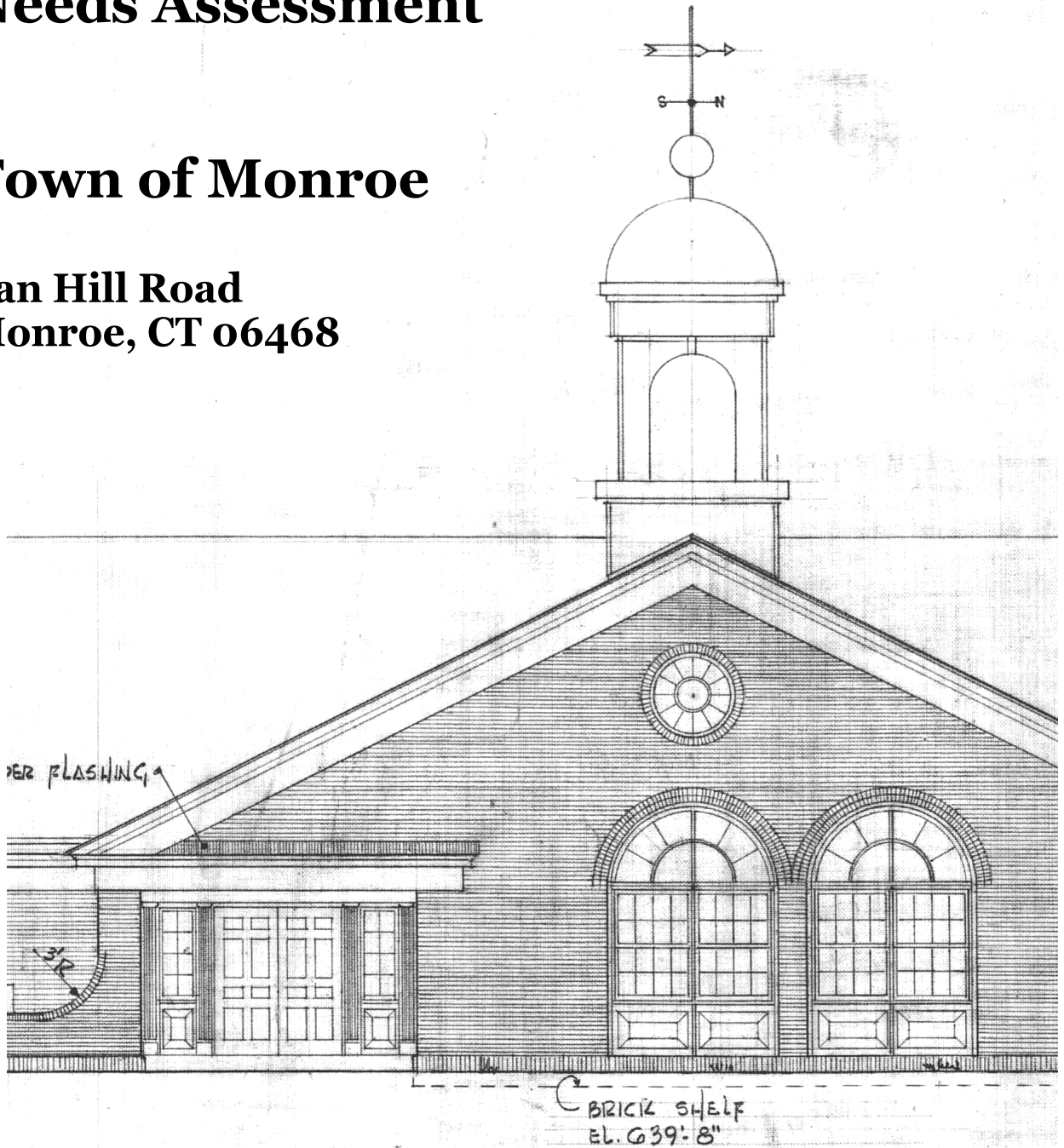


Municipal Space Needs Assessment

Town of Monroe

Fan Hill Road
Monroe, CT 06468



May 18, 2022

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Overview

Monroe Town Hall was built in 1971. At that time its size was adequate to house both the Town offices and the library. In 2004 a new library was built allowing offices to occupy the former library space in the south wing of the building, however, over time these too have become overcrowded. In addition, the building's services—heating and air conditioning, electrical, telecommunications, data and security systems—have yet to be brought up to current standards, the building does not have a fire suppression system and it is not fully handicapped accessible.

In 2018, the Town commissioned this systematic survey of town facilities as a basis for establishing the Town's municipal space needs. The goal of this study is to look systematically at each of municipal department, quantify the space required for its current functions and for those project for the immediate future and assess what approaches might be appropriate for meeting those needs.

This study has been undertaken in three sequential steps as follows:

1. **Programming**—Quantifying, by department, the staff, files, public access needs and other required spaces, both current and projecting five years into the future, and converting these into projected required floor areas.
2. **Conceptual Design**—Exploring alternate approaches to accommodating the Town's space needs by repurposing existing space, additions to existing Town facilities and new structures.
3. **Schematic Design**—Focusing on a preferred approach from those identified in Conceptual Design and showing how it might work in plan and, for additions or new construction, in building elevation.

Programming

Preparation of this report involved a sequence of steps:

1. Each department was given written survey of existing staff, storage and public access areas to complete.
2. The written surveys were followed up by individual interviews and inspections of each department to verify the information contained in the surveys. At this time discussions were initiated of potential 5 year department growth.
3. The results of the written surveys and interviews were consolidated into Consolidated Department Program. The Program is broken down by department, department activities are divided by their current location. Those locations are Town Hall, the Senior Center, the Food Pantry, the Highway Yard, Wolf Park, Monroe elementary School and Other locations.
4. As part of developing this Program, Space Standards for typical staff, storage and public access functions were developed. The combining of the Survey quantities and the Standards areas produced the departmental areas needed.

Following are the following Programming sections:

- Summary Findings (p.4): A qualitative assessment of the implications of the Consolidated Space Program.
- Space Standards (p.6): Plan layouts and area requirements for spaces typical for multiple departments.
- Consolidated Department Program (p.7): A list of each department's space needs quantified by typical spaces and those unique to each department and a total of all space Town space needs. These spaces are subdivided by location. CDP page 1 is a summary of all department needs; pages 2 through 13 are department-by-department breakdowns of these needs.
- Town Hall Main Floor Plan (p.8): Showing department locations.
- Parks & Recreation Indoor Activity Space Schedule (p.9): A list of the multiple after school and summer programs conducted by Parks and Recreation and a quantification of the spaces needed to house these programs.

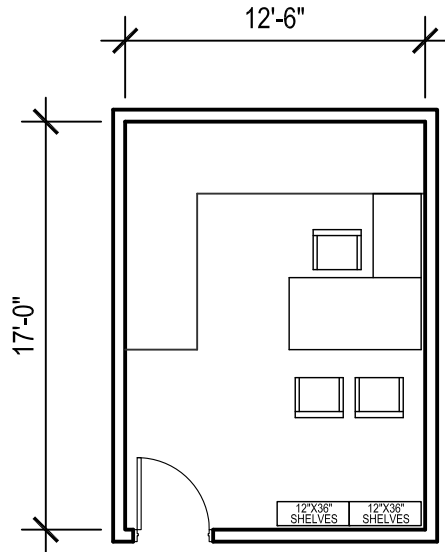
Summary Findings

The following are the primary conclusions derived from the Programming process:

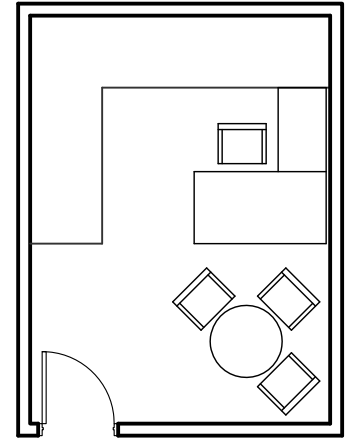
- Departments are not anticipating any growth in staff over the next five years.
- A modest increase in records needing to be retained is anticipated.
- There is a general need at Town Hall for additional Meeting/Conference space.
 - Proposed are two new general meeting/conference spaces that can function both for daily department and inter-department meetings and a night for commission and public hearing meetings (CDP p.13). The total area for these is about 2,200 GSF.
 - While several meeting spaces exist within Town Hall, only one is separated by walls providing acoustic privacy for both participants and those nearby.
- There is a need for distributed flexible work stations that can be used at different times by multiple departments for part-time staff or interns (CDP p.13).
- Overall, the main floor of Town Hall is about 42% undersized for the departments as currently housed, or 65% undersized when including the additional meeting and flex-staff spaces noted above (CDP p.1). This is due to the gradual increase in quantity of staff and files, and new or expanded functions that have been inserted since the building was built in 1971. In Conceptual Design, approaches to address this overcrowding will be studied.
 - The existing main floor is approximately 19,400 GSF to the outside of the exterior walls (CDP p.1).
 - The net area required for accommodating all the existing departments on the main floor is 19,615 GSF; adding in area for circulation and walls the total area needed is about 27,461 GSF. Adding in the additional needed spaces and their circulation and walls the total floor area needed is about 31,941 GSF (CDP p.1).
- The Senior Center is desiring an modest increase in program space. The Center has received a bequest to partially defray the cost of this expansion.
 - Adding two program rooms would add about 1,904 GSF to the building (CDP p.13).
- The Food Pantry, while adequate in size, is in very poor condition with numerous upgrades long overdue. It is also only minimally handicap accessible, which, given its clientele, is a significant disadvantage. Consideration of a new facility for this function would be merited.
- The Highway Department anticipates adding two new lower cost buildings to the Highway Yard. One of these buildings is intended for garaging of plow trucks to protect these valuable assets from the weather. The other building is intended for materials storage.
 - Immediate plans are for a:
 - New plow truck garage of 4,800 GSF (CDP p.9).
 - A materials and small equipment storage building of 900 GSF (CDP p.9)

In general, the facilities at the Yard are very overcrowded and are shabby to in poor condition and not appropriate for long term housing of its public works functions.

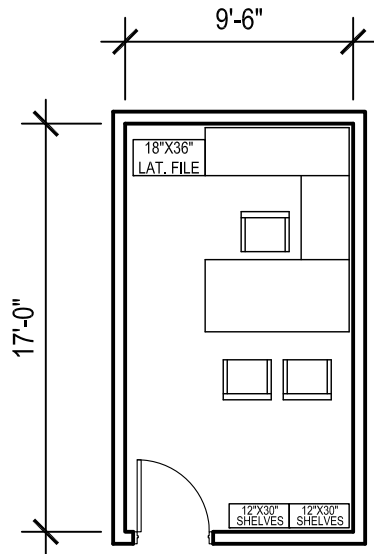
- Wolfe Park is shown to be in need of an equipment storage building.
 - The projected need is for one 3,000 GSF unconditioned building (CDP p.10).
- Community and Social Services currently runs programs both out of rented space in St. Jude School and gymnasium space in various public schools. Having these facilities dispersed is less than optimal as is the unpredictability of schedule and location inherent in trying to accommodate C&SS programs around school activities. None-the-less, the provision of simultaneous after school and summer activities inherently creates peak demands for specific types of indoor spaces, particularly gymnasiums, which currently fill Town schools virtually whenever they are available. It does not appear to be realistic to provide facilities dedicated solely to meeting all the needs of these “after hours” programs. It could be beneficial, however, to have a “core facility” consisting of a gym and multiple classrooms with a base block of office space to serve as an administrative and activity home to house some of these activities and from which the other dispersed portions of the Parks and Rec. program can be run (CDP p.11).
- The Board of Education is in need of additional special educational spaces it wishes to house in the space its current offices occupy at the Monroe Elementary School. A functional synergy could be possible if these administrative functions were relocated within Town offices.



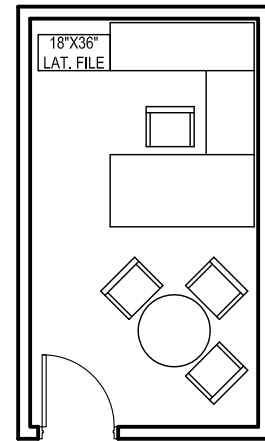
P1+
 DIRECTOR OFFICE
 w/ PLAN TABLE
 215 SF



P1+
 CONF. TABLE ALT.
 215 SF



P1
 DIRECTOR OFFICE
 160 SF

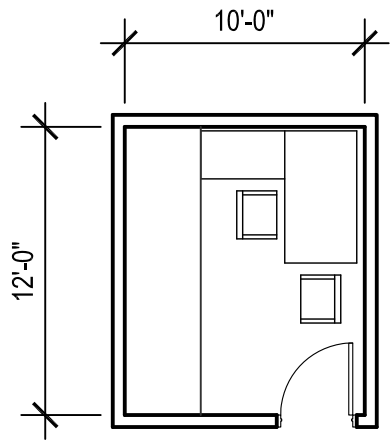


P1
 CONF. TABLE ALT.
 160 SF

SUPERVISOR OFFICE STANDARD PLANS

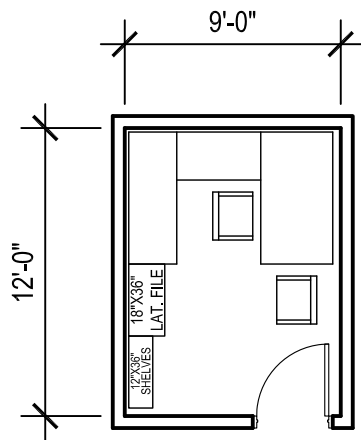
1

SCALE: 1/8" = 1'-0"



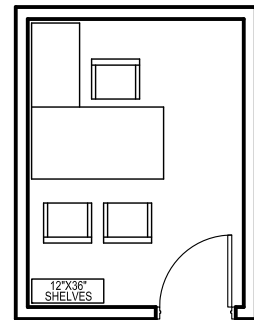
P2+

OFFICE w/ PLAN TABLE
120 SF



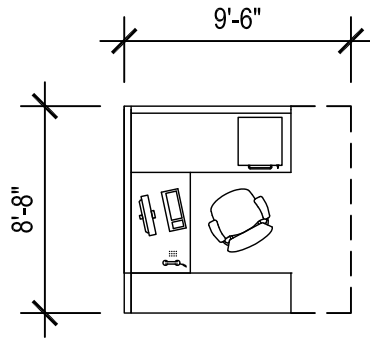
P2

OFFICE
110 SF

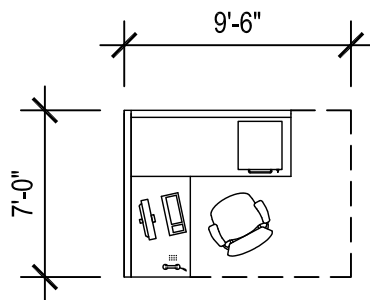


P2

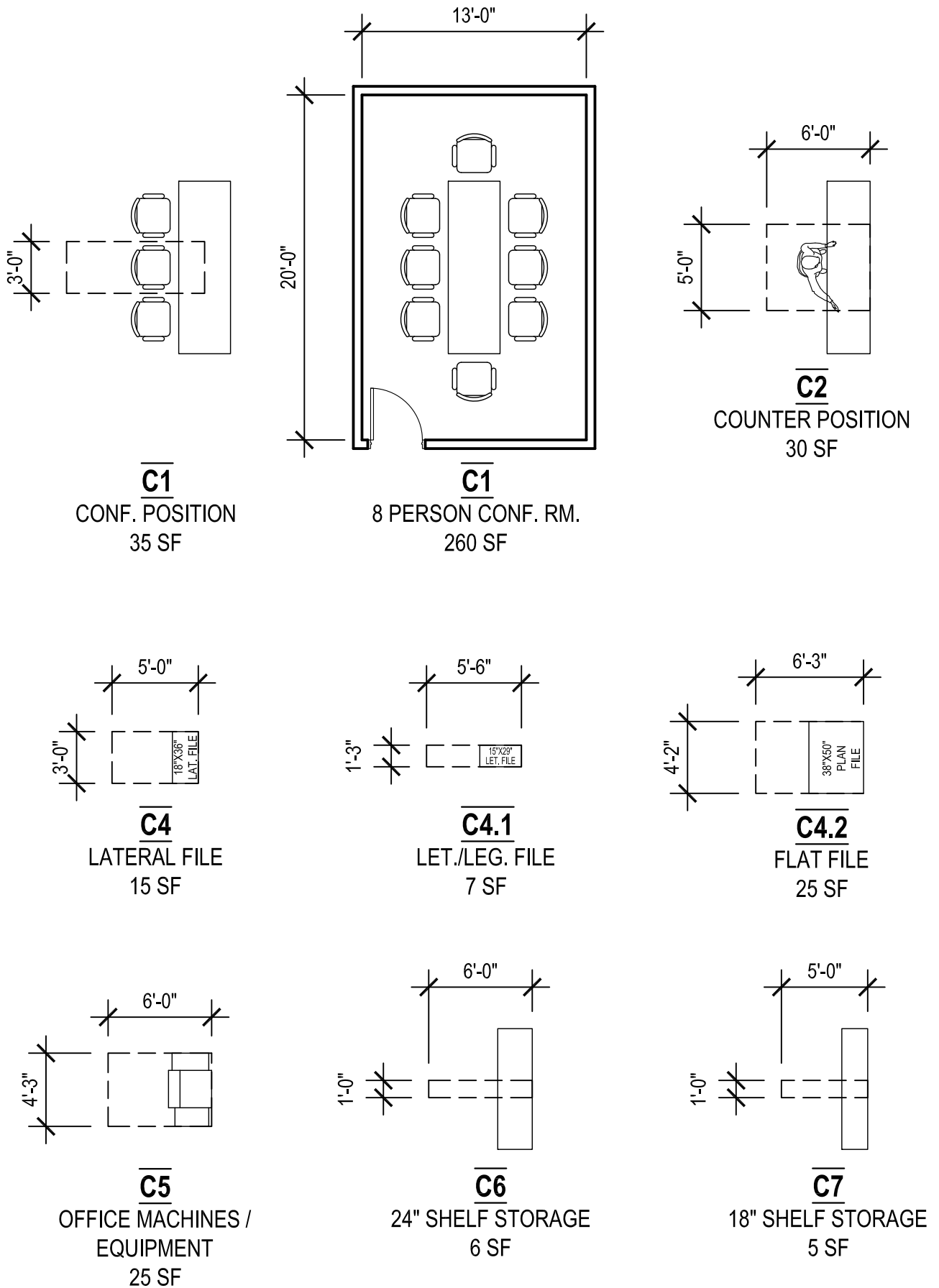
ALT. FURN.
100 SF



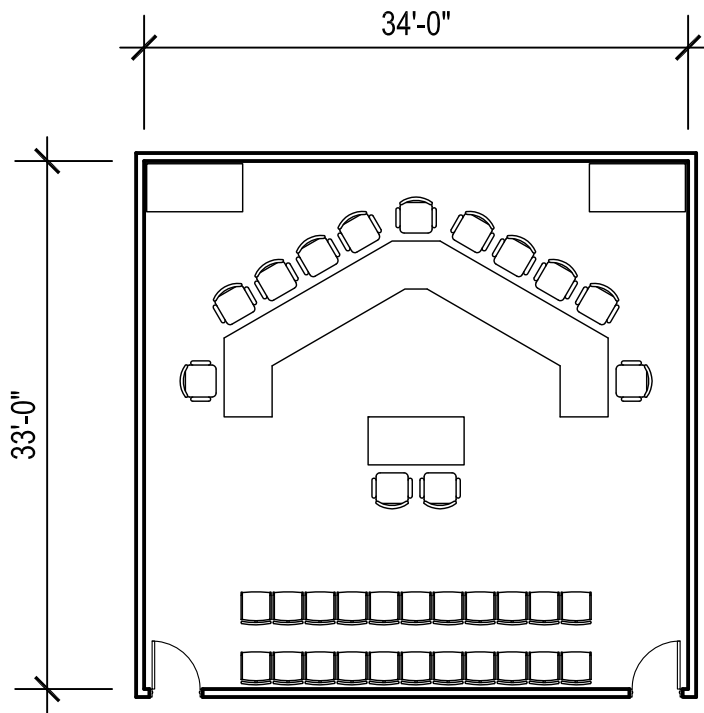
W1
 SR. WORK STATION
 85 SF



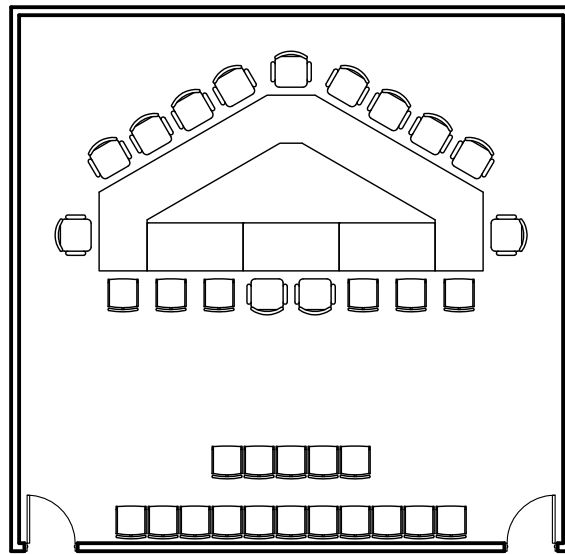
W2
 WORK STATION
 70 SF



COMMON SPACE STANDARD PLANS



PUBLIC MEETING ROOM
1120 SF



PUBLIC MEETING ROOM
ARRANGED AS
19 PERSON CONF. RM.

TOWN OF MONROE
MUNICIPAL SPACE NEEDS ASSESSMENT
CONSOLOATED DEPARTMENT PROGRAM
March 19, 2019

Space	Space Type	Type Code	Space Std.	No. of Spaces	Total NSF	Notes	Town Hall						Senior Center			Highway Yard			Wolfe Park			Other				
							Main Floor			Basement																
							Exist. 19,400 GSF			Exist. 3,400 GSF			Exist. 7,250 GSF						Exist. 8,800 GSF							
							Dept. Total NSF	Current Department Space Needs - 2nd Fl	Projected 5 yr Space Needs - 2nd Floor	Total Projected Department Space Needs - 2nd Floor	Current Department Space Needs - Basement	Projected 5 yr Space Needs - Basement	Total Department Space Needs - Basement	Current Department Space Needs	Projected Needs	Total Projected Department Space Needs	Food Pantry	Current Department Space Needs	Projected Needs	Total Projected Department Space Needs	Current Department Space Needs	Projected Needs	Total Projected Department Space Needs	Current Department Space Needs	Projected Needs	Total Projected Department Space Needs
						Net-to-Gross Multiplier	1.50			1.35			1.40			1.50				1.35						
TOTAL TOWN HALL							18,430	27,645	4,020	31,665	3,119	864	3,982	7,070	1,904	8,974	2,625	20,096	5,700	25,796	8,800	3,000	11,800	14,040	0	0
Department Summaries																										
1 First Selectman Total							590	885		885	162	34	196													
2 Finance Total							1,290	1,935		1,935	338	68	405													
3 Treasurer Total							150	225		225			0													
4 Human Resources Total							395	593		593	54	20	74													
5 Town Clerk Total							1,500	2,250		2,250	81	68	149													
6 Tax Assessor Total							975	1,463		1,463	110	20	130													
7 Tax Collector Total							580	870		870	108	14	122													
8 Registrar of Voters Total							920	1,380	150	1,530	203	14	216													
9 Information Technology Total							280	420		420			0													
10 Planning & Zoning Total							1,665	2,498		2,498	257	108	365													
11 Engineering Total							1,130	1,695	450	2,145	108	41	149													
12 Building Total							1,450	2,175		2,175	262	338	599													
13 Health Total							960	1,440		1,440	175	20	195													
14 Fire Marshal Total							630	945		945			0													
15 Public Works Total							1,440	2,160		2,160	270	108	378					20,096	5,700	25,796						
16 Parks & Recreation Total							595	893		893			0								8,800	3,000	11,800	14,040		
17 Community & Social Services Total							200	300		300			0	7,070	1,904	8,974	2,625									
18 Emergency Management Total							150	225		225	68	14	81													
Shared Facilities Total							1,880	2,820	3,420	6,240			0													
Special Facilities Total							1,650	2,475		2,475			0													
Other Total							0	0		0	925		925													

TOWN OF MONROE
MUNICIPAL SPACE NEEDS ASSESSMENT
CONSOLOATED DEPARTMENT PROGRAM
March 19, 2019

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						Net-to-Gross Multiplier		1.50			1.35			1.40			1.50									1.35	
1 First Selectman																											
First Selectman - Kenneth M. Kellogg	Office	P1+	250	1	250	Conf. Table 36x72 seats 6																					
Admin. Asst. - Tanya Bombero	Wk. Stn.	W1	80	1	80																						
Office Asst. - Alice McKane	Wk. Stn.	W1	80	1	80																						
F.S. Private Toilet	Room				50																						
Conference	Room	C1	25	16		Can be shared																					
Files	Area	C4	15	4	60																						
Equipment	Area	C6	10	2	20																						
Storage	Room				50	Water Cooler / Refrigerator																					
Storage - Remote	Area	C7	5	24		Cage #2 (part) 100 banker boxes - 24 LF @ 7 high					120	25															
First Selectman Total	Net						590				120	25															
1 First Selectman Total	Gross							885			162	34															
2 Finance	Near: First Selectman, Human Resources, Tax Collector, Assessor																										
Dir of Finance - Ron Bunovsky	Office	P1	150	1	150																						
Dep. Dir. of Finance - Heidi Meade	Office	P2	100	1	100																						
Payroll Clerk - Carol Buckholtz	Office	P2	100	1	100																						
Accounts Payable Clerk - Lorraine Tesla	Wk. Stn.	W1	80	1	80																						
Staff Accountant - Debbie Dragonetti	Wk. Stn.	W1	80	1	80																						
Bookkeeper - Christine Viselli	Wk. Stn.	W1	80	1	80																						
Conference	Room	C1	25	16		Needs Access for Multiple Monthly Meetings																					
Files	Area	C4	15	26	390																						
Office Machines	Area	C5	20	3	60																						
Storage - Remote	Area	C7	5	50	250	Cage #8: 50 LF					250	50															
Finance Total	Net						1,290				250	50															
2 Finance Total	Gross							1,935			338	68															
3 Treasurer																											
Treasurer -	Office	P1	150	1	150																						
Treasurer Total	Net						150																				
3 Treasurer Total	Gross							225																			
4 Human Resources																											
HR Director - Cathy Lombardi	Office	P1	150	1	150																						
HR Assistant - Kathe Robles	Wk. Stn.	W1	80	1	80																						
Pe Ciem HR - Bruce Reardon	Wk. Stn.	W1	80	1	80																						
Files	Area	C4	15	3	45	Files shared with HR Asst. & Per Diem HR																					
Storage - Remote	Area	C7	5	8	40	Cage #2 (part)					40	15															
Human Resources Total	Net						395				40	15															
4 Human Resources Total	Gross							593			54	20															

TOWN OF MONROE
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Net-to-Gross Multiplier							1.50				1.35			1.40			1.50									1.35	
5 Town Clerk	Near: Tax Assessor, Tax Collector																										
Town Clerk - Vida Stone	Office	P1	150	1	150																						
Asst. Town Clerk - Barbara Agee	Wk. Stn.	W1	80	1	80																						
Asst. Town Clerk - Sandra Maleski	Wk. Stn.	W1	80	1	80																						
Index Station for Land Rec. & Vital Stats	Wk. Stn.	W2	60	1	60	Houses 2 printers, scanner & typewriter																					
Public Access	Counter	C2	30	6	180	w/ files under: 3 Computer Stations - Electronic Absentee Ballot Request Station, Dog License Station w./ 6 people waiting, DEEP Sport Licenses																					
Waiting	Area	C3			200																						
Office Machines	Area	C5	20	5	100																						
Supply Storage	Room				30																						
Storage - Remote	Area	C7	5	12		Cage #4 (part) 12 LF					60	50															
Vault	Room				620	24x48 table																					
Town Clerk Total	Net						1,500				60	50															
5 Town Clerk Total	Gross							2,250			81	68															
6 Tax Assessor	Near: Town Clerk, Tax Collector																										
Assessor - Justin Feldman	Office	P1	150	1	150																						
Town Appraiser - David Lisowski	Office	P2	100	1	100																						
Assessor's Assistant - Ruthann Caiola	Wk. Stn.	W1	80	1	80	Confidential conversations may require access to 4 person conf. rm.																					
Assessment Technician - Lisa Lilly	Wk. Stn.	W1	80	1	80	Confidential conversations may require access to 4 person conf. rm.																					
Conference	Room	C1	25	8		At Revaluation every 4 years a room needs to be dedicated for most of a year																					
Public Access	Counter	C2	30	4	120																						
Waiting	Area	C3			200																						
Office Machines	Area	C5	20	1	20																						
Files	Area	C4	15	1	15																						
Files - Large	Area	C4.1	25	4	100																						
Storage - Remote	Area	C7	5	22	110	Cage #4 (part) 22 LF					110	20															
Tax Assessor Total	Net						975				110	20															
6 Tax Assessor Total	Gross							1,463			149	27															

TOWN OF MONROE
MUNICIPAL SPACE NEEDS ASSESSMENT
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						Net-to-Gross Multiplier		1.50				1.35			1.40		1.50									1.35	
7 Tax Collector	Near Tax Assessor																										
Tax Collector - Deborah Heim	Office	P1	150	1	150	Printer																					
Tax Collector Asst. - Maggie Lyons	Office	W1	80	1	80	Printer																					
Part Time - Hemiata Khona	Wk. Stn.	W2	60	1	60																						
Part Time	Wk. Stn.	W2	60	1	60																						
Public Access	Counter	C2	30	2	60	6' of counter/station																					
Waiting	Area	C3			100	queue can exceed 10 in tax season																					
Files	Area	C4	15		0																						
Vault	Room				70																						
Storage - Remote	Area	C7	5	16		Cage #4 (part)					80	10															
Tax Collector Total	Net						580				80	10															
7 Tax Collector Total	Gross							870			108	14															
8 Registrar of Voters	Near Town Clerk																										
Registrar (D) - Jamison Campbell	Wk. Stn.	W1	80	1	80																						
Deputy Registrar (D) - J Larsen	Wk. Stn.	W2	60	1	60																						
Registrar (R) - Margaret Villani	Wk. Stn.	W1	80	1	80																						
Deputy Registrar (R) - D Dutches	Wk. Stn.	W2	60	1	60																						
Public Access	Counter	C2	30	4	120																						
Waiting	Area	C3			100																						
Files	Area	C4	15	16	240																						
Storage Room	Room				180	w/ 30x96 table for pre-election prep.																					
Storage Room	Room					Locable			100																		
Storage - Remote	Area	C7	5	30		Cage #7					150	10															
Registrar of Voters Total	Net						920				150	10															
8 Registrar of Voters Total	Gross							1,380	150		203	14															
9 Information Technology																											
IT Specialist - Theresa Coleman	Wk. Stn.	W1	80	1	80																						
IT Room	Room				200																						
Information Technology Total	Net						280																				
9 Information Technology Total	Gross							420																			

TOWN OF MONROE
MUNICIPAL SPACE NEEDS ASSESSMENT
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						Net-to-Gross Multiplier																					
10 Planning & Zoning	P&Z is lead dept. for Land Use / Permitting: Includes Engineering, Inland Wetlands & Building					Near Health, Building, Fire Marshal, Engineering & Inland Wetlands																					
Town Planner - Richard Schultz	Office	P1+	200	1	200	Includes plan table																					
Planning & Zoning Admin. - William Agresta	Office	P2+	120	1	120	Includes plan table																					
Zoning Enforcement - Joseph Chapman	Office	P1	150	1	150	Includes Plan table																					
Admin Asst. - Laura Barkowski	Work Stn.	W1	80	1	80																						
Conference	Room	C1	25	10	250	Needs access for meetings																					
Public Access	Counter	C2	30	2	60	Shared w/ Building																					
Waiting	Area				100	Shared w/ Building																					
Office Machines	Area	C5	20	9	180																						
Files	Area	C4	15	25	375																						
Files - 5 yr growth	Area	C4	15	10	150																						
Files - Large	Area	C4.1	20			In pool (see Engineering)																					
Storage - Remote	Area	C7	5	38		Cage #2 (part) 38 LF					190	80															
Planning & Zoning Total	Net						1,665				190	80															
10 Planning & Zoning Total	Gross							2,498			257	108															
11 Engineering																											
Town Engineer - Scott Schatzlein	Office	P1+	200	1	200	Include plan table																					
Engineering Technician - Conrad Brejwo	Wk. Stn.	W1	80	1	80																						
Wetlands Inspector	Wk. Stn.	W1	80	1	80																						
Administrative Assistant - Donna Susznski	Wk. Stn.	W1	80	1	80																						
Future Professional	Office	P1	150	1					150																		
Conference	Room	C1	25	10		Shared access for meetings																					
Public Access	Counter	C2	30	2	60	Shared w/ Building																					
Waiting	Area				100	Shared w/ Building																					
Office Machines	Area	C5	20	4	80																						
Files	Area	C4	15	22	330	In pool area w/ large worktable																					
Files - 5 year growth	Area	C4	15	10					150																		
Files - Large	Area	C4.1	20	6	120	In pool area w/ large worktable stack 2 high																					
Storage - Remote	Area					16 LF					80	30															
Engineering Total	Net						1,130				80	30															
11 Engineering Total	Gross							1,695	450		108	41															

TOWN OF MONROE
MUNICIPAL SPACE NEEDS ASSESSMENT
CONSOLOATED DEPARTMENT PROGRAM
March 19, 2019

Space	Space Type	Type Code	Space Std.	No. of Spaces	Total NSF	Notes	Dept. Total NSF	Current Department Space Needs - 2nd Fl	Projected 5 yr Space Needs - 2nd Floor	Total Projected Department Space Needs - 2nd Floor	Current Department Space Needs - Basement	Projected 5 yr Space Needs - Basement	Total Department Space Needs - Basement	Current Department Space Needs	Projected Needs	Total Projected Department Space Needs	Food Pantry	Current Department Space Needs	Projected Needs	Total Projected Department Space Needs	Current Department Space Needs	Projected Needs	Total Projected Department Space Needs	Current Department Space Needs	Projected Needs	Total Projected Department Space Needs	
Net-to-Gross Multiplier								1.50				1.35				1.40				1.50				1.35			
12 Building	Near: Fire Marshal & Health																										
Chief Building Official - James Sandor	Office	P1+	200	1	200	Include plan table																					
Assistant Bldg. Official - Gunnar Gaylord	Office	P1	150	1	150	Include plan table																					
Admin. Asst. - Kimberly O'Grady	Wk. Stn.	W1	80	1	80	Monitor's public counter																					
Conference	Room	C!	25	10		Shared access for large meetings																					
Public Access	Counter	C2	30	2	60																						
Waiting	Area				100																						
Office Machines	Area	C5	20	3	100																						
Files	Area	C4	15	44	660	Quan. Unclear - in pool area w large work table																					
Files - 5 year growth	Area	C4	15	10								150															
Files - Large	Area	C4.1	25	4	100	Quan. Unclear - in pool area w large work table																					
Storage - Remote	Area	C7	5	10		Cage #1 (part) 5 LF, Cage #2 (part) 5 LF					50	100															
Storage - Remote Files - Letter	Area	C4.2	8	18							144																
Building Total	Net						1,450				194	250															
12 Building Total	Gross							2,175			262	338															
13 Health	Near Building & P&Z for Sanitary Permits																										
Director of Health - Nancy Broult	Office	P1	150	1	150																						
Sanitarian - Rich Jackson	Office	P2	100	1	100																						
Per Dem Sanitarian - Tyrone Joseph	Wk. Stn.				0 ?																						
Administrative Asst. - Barbara Krajewski	Wk. Stn.	W1	80	1	80																						
Intern Station	Wk. Stn.	W2	60	1	60																						
Public Health Nurse	Office	P2	100	1	100	Needs vaccine storage & treatment table - Lockable																					
Intern/Volunteer	Wk. Stn.	W2	60	1	60																						
Conference	Room	C1	25	6		Needs access for private meetings																					
Public Access	Counter	C2	30	1	30																						
Waiting	Area	C3			100	? Space for 21x72 display table																					
Office Machines	Area	C5	20	5	100																						
Files	Area	C4	15	12	180																						
Storage - Remote	Area	C7	5	35		Cage 5					175	20															
Health Total	Net						960				175	20															
13 Health Total	Gross							1,440			236	27															

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March 19, 2019

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						Net-to-Gross Multiplier		1.50				1.35			1.40		1.50									1.35	
14 Fire Marshal	Near Building and Land Use Dept's																										
Fire Marshal - William B. Davin	Office	P1+	200	1	200																						
Deputy Fire Marshal - Chris Doyle	Office Group	P1+	200	1	200	Part time positions. Currently share office.																					
Deputy Fire Marshal - Dennis Eannotti																											
Deputy Fire Marshal - George Lattanzi																											
Admin. Asst. - Lynn Huebner	Wk. Stn.	W1	80	1	80	Currently shares office w/ Dep. FMs																					
Conference	Room					Share w/ Building																					
Office Machines	Area					Share w/ Engineering																					
Files	Area	C4	15	10	150																						
Storage - Remote	Area					?																					
Fire Marshal Total	Net						630																				
14 Fire Marshal Total	Gross							945																			

TOWN OF MONROE
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March 19, 2019

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						Net-to-Gross Multiplier		1.50				1.35			1.40		1.50									1.35	
15 Public Works / Highway	Near Planning & Zoning and Fire Marshal																										
Public Works	Could be @ Highway Yard																										
Director - Chris Nowacki	Office	P1+	200	1	200	include 42" Conf. Table																					
Deputy Director - Bill Phillips	Office	P1+	200	1	200	include 42" Conf. Table																					
Road Inspector - Jim Waite	Wk. Stn.	W1	80	1	80																						
Admin. Asst. - Linda Picheco	Wk. Stn.	W1	80	1	80																						
Admin. Asst. - Anne Guilia	Wk. Stn.	W1	80	1	80																						
Building Maintainer - Steve Wolf	No Space					Located in Police Dept.																					
Night Custodian - Harry Whicher	Wk. Stn.	W2	60	1	60	Shares desk w/ Road Inspector																					
Conference	Room	C1	25	10		could be shared space																					
Public Access	Counter					Shared w/ Building																					
Waiting	Area					Shared w/ Building																					
Office Machines	Area	C5	20	5	100																						
Large Format Printer						Shared w/ Planning & Zoning																					
Files	Area	C4	15	36	540																						
Files - Large	Area	C4.1	20	5	100																						
Storage - Remote	Area	C7	5	40		Cage #6 40 LF					200	80															
Public Works Total	Net						1,440				200	80															
15 Public Works Total	Gross							2,160			270	108															

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Net-to-Gross Multiplier							1.50				1.35			1.40				1.50									1.35	
Highway	At Highway Yard																											
Highway Office																												
Highway Supervisor - Jim Robinson	Office	P2	100	1	100																							
Crew Leader - Rocky Davin	No space																											
Crew Leader - Scott Rose	No Space																											
Admin. Asst. - Anne Guila						Desk @ Town Hall																						
Maintainer IV	No Space			2																								
Maintainer III	No Space			2																								
Maintainer III	No Space			10																								
Office Machines	Area	C5	20	1	20																							
Files	Area	C4	15	3	45																							
Muster Room	Area				500																							
Lockers	Area				300																							
Crew Lounge	Room				500	With Ref.																						
Toilets	Room				200																							
Highway @ Highway Office Total																		1,665										
Maintenence Garage																												
Head Mechanic - Jerry Pison	Office	P2+	175	1	175	Includes 5 File Cabinets																						
Mechanic Fabricator - David Clark	No Space																											
Police Mechanic - Eddy Vayan	No Space																											
Office Machines	Area	C5	20	1	20																							
Sign Shop	Room				560																							
Maintenance Bays	Room				4500	8 Bays 14'x40'																						
Parts Storage	Room				300																							
Toilets	Room				100																							
Break Room	Room				200																							
Maintenance Garage Total																		5,855										
Other Highway Buildings																												
Truck Garage Annex					7200																							
Salt Shed					3600	43'x83'																						
Oil Shed					576	24'x24'																						
New Truck Garage																				4,800								
Materiels Storage Shed																				900								
Cargo Containers			400	3	1200	10'x40'																						
Other Highway Buildings Total																		12,576	5,700									

TOWN OF MONROE
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						Net-to-Gross Multiplier		1.50				1.35			1.40		1.50									1.35
16 Parks & Recreation	Near Activity Spaces																									
Acting Director - Missy Orosz	Office	P1	150	1	150																					
Interim Rec. Supervisor - Patrick Rossiter	Office	P2	100	1	100																					
Park Supervisor - Russ Tice				1		Located at parks																				
Office Administrator - Kelly Cunningham	Wk. Stn.	W1	80	1	80																					
Office Aide - Arlene Townsen	Wk. Stn.	W2	60	1	60																					
Park Maintainers				4		Located at parks																				
Conference	Room	C1	25	10		Needs access for meetings																				
Office Machines	Area	C5	20	2	40																					
Files	Area	C4	15	11	165																					
Gym & Support Spaces			8600	1		In Public Schools																			8,600	
Class/Activity Rooms			900	2		Currently Rented @ St Jude																			1,800	
Wolf Park Existing Buildings			8800																					8,800		
Wolf Park Equipment Storage			3000	1																					3,000	
Parks & Recreation Total	Net						595																		10,400	
16 Parks & Recreation Total	Gross							893																8,800	3,000	14,040

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Net-to-Gross Multiplier							1.50			1.35			1.40			1.50			1.35															
17 Community & Social Services							At Senior Center																											
Director - Amy LaChioma	Office	P1	150	1										150																				
Admin. Asst. - Patricia Martin	Office	P2	100	1										100																				
Elderly Serv. Coord. - Kimberly Cassia	Office	P2	100	1										100																				
Office Asst. - Kerry Swift	Wk. Stn.	W2	60	1										60																				
Transportation Coord. - Louise Belinski	Wk. Stn.	W1	80	1										80																				
FT Driver - Rose Marie Syarto	No Sp.																																	
FT Driver - John Demno	No Sp.																																	
PT Driver - John Williams	No Sp.																																	
Social Services Coord. - Mary Ann Kalm	Office	P2	100	1	100	Currently has large office w/ couch & multiple pieces of furniture																												
Mental Health Clin. Coord.- Deidre Ekholdt	Office	P2	100	1	100	Currently has large office w/ couch & multiple pieces of furniture																												
Food Pantry Coord. - Kaathleen Turner	Office	P2	100	1													100																	
Public Access	Counter	C2	30	5										150																				
Waiting	Area	C3												200																				
Office Machines	Area	C5	20	1										20																				
Files	Area	C4	15	4										60																				
S.C. Main Room	Room					Secondary rooms for Senior Center not included in tabulation								2,400																				
S.C. Library	Room													630																				
S.C. Activity Rm. 1	Room													550																				
S.C. Activity Rm. 2	Room													550																				
S.C. Activity Rm. 3	Room														580																			
S.C. Activity Rm. 4	Room														580																			
Chair & Table Storage	Room														200																			
Food Pantry							8 volunteers possible at one time																											
Customer Area	Area	C6	150	6	900																													
Storage Area	Area	C6	100	6	600																													
Office	Room	P2	100	1	100																													
Staff Room	Room		150	1	150																													
Senior Center & Food Pantry Total							Net							5,050	1,360		1,750																	
17 Community & Social Services Total							Gross								7,070	1,904		2,625																

TOWN OF MONROE
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						Net-to-Gross Multiplier		1.50				1.35			1.40		1.50									1.35
18 Emergency Management																										
Director - Dave York	Office	P1	150	1	150	Should be able to access Remote Storage																				
Deputy Director - Keith White						Police officer located on lower level of Town Hall																				
Training Room						Currently in Police																				
Emergency Shelter						Senior Center Used as Emergency Shelter																				
Emergency Trailer						Parked @ Senior Center																				
Storage - Remote	Area	C7	5	10		Cage #1 (part) Needs to be accesses 24/7					50	10														
Emergency Management Total	Net						150				50	10														
18 Emergency Management Total	Gross							225			68	14														
Shared Facilities																										
Public Meeting Room	Room		900	2					1,800																	
Conference Room	Room	C1	25	12	300																					
Conference Room	Room	C1	25	12	300																					
Conference Room	Room	C1	25	8	200																					
Intern Stations	Wk. Stn.	W2	60	8		Distribute among departments			480																	
Lunch Room																										
Kitchenette	Counter		30	8	240																					
Seating Area	Area		25	20	500																					
Rest Rooms																										
Public	Room		100	2	200																					
Staff	Room		70	2	140																					
Shared Facilities Total	Net						1,880		2,280																	
Shared Facilities Total	Gross							2,820	3,420																	
Special Facilities																										
Council Chamber	Room				1650	10 seats on dias; Recording Sec.table, Conf. Table 42x95, 112 seat audience																				
Special Facilities Total	Net						1,650																			
Special Facilities Total	Gross							2,475																		
Other																										
Remote Storage																										
Cage #1 Police (part)	Area	C7	5	10							50															
Cage #3 - Maintenance	Area	C7	5	30							150															
Cage #9 - Police Evidence	Area										250															
Cage #10 Staff / Public	Area	C7	5	35							175															
Cage #11 Police SWAT	Area	C7	5	12							60															
Other Total	Net										685															
Other Total	Gross										925															





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MUNICIPAL
 SPACE NEEDS
 ASSESSMENT

**TOWN OF
 MONROE**
7 FAN HILL ROAD
 MONROE, CT 06468

JOB NO: 51924.00
 CADD NO: XYZ-1
 FILE NO:
**TOWN HALL, MAIN FL
 EXIST. DEPT LAYOUT**
 SCALE: AS NOTED DRAWING NO:
 DATE: APRIL 15, 2019 XXXX

- 1. FIRST SELECTMAN
- 2. FINANCE
- 3. TREASURER
- 4. HUMAN RESOURCES
- 5. TOWN CLERK
- 6. ASSESSOR
- 7. TAX COLLECTOR
- 8. REGISTRAR OF VOTERS
- 9. INFORMATION TECHNOLOGY
- 10. PLANNING & ZONING
- 11. ENGINEERING
- 12. BUILDING
- 13. HEALTH
- 14. FIRE MARSHAL
- 15. PUBLIC WORKS / HIGHWAY
- 16. PARKS & RECREATION
- 17. COMMUNITY & SOCIAL SERVICES
- 18. BOARD OF EDUCATION
- 19. EMERGENCY MANAGEMENT
- 20. SHARED FACILITIES



Parks & Recreation Indoor Activity Space Schedule									
April 15, 2019									
Facility Type	Activity	Desired Session Duration (hr)	Fraction of Time Block	Space Quan.	Frequency		Time	Time Blocks Needed/wk	
					Days/wk	Weeks			
School Year (Oct.-June)									
Court	Youth Basketball	3	1	3	5	36	Evenings & Sat.	15	
	Adult Basketball	1.5	0.5	1	2	36	Evenings & Sat.	1	
	Pickleball	3	1	1	2	36	Evenings & Sat.	2	
	Adult Volleyball	3	1	1	1	36	Evenings & Sat.	1	
	Indoor Soccer	1.5	0.5	1	1	36	Evenings & Sat.	0.5	
	Youth Tennis	1.5	0.5	1	1	36	Evenings & Sat.	0.5	
	Line Dancing	1.5	0.5	1	1	36	Evenings & Sat.	0.5	
Total Court Time Blocks Evenings & Sat.								21	
	Future Stars	4	1	1	1	36	Sat.	1	
	High Sch League	4	1	2	1	36	Sat.	2	
Total Court Blocks Sat. Only								3	
Total Court Time Blocks								24	1 Gym equals 1 block per night and 2 blocks on Sat. for 7 total blocks. Equivalent of 4 Gyms available for 6 blocks /wk
Pool	Swim Lessons	2	0.5	1	1	36	Evenings & Sat.	0.5	
	Open Swimming	2	0.5	1	4	36	Evenings & Sat.	2	
	Aquacise	2	0.5	1	2	36	Evenings	1	
	Pool Parties	2	1	1	2	36	Evenings & Sat.	2	
Total Pool Time Blocks								5.5	1 Pool equals 1 block per night and 2 blocks on Sat. for 7 total blocks.
Classroom	Tai Chi	2.5	1	1	1	36	Evenings	1	
	Babysitting Cert.	8	2	1	2		per year		
Total Classroom Time Blocks								1	

Parks & Recreation Indoor Activity Space Schedule									
April 15, 2019									
Facility Type	Activity	Desired Session Duration (hr)	Fraction of Time Block	Space Quan.	Frequency		Time	Time Blocks Needed/wk	
					Days/wk	Weeks			
Summer (July-Aug)									
Court	SFD Camp	10	1	1	5	8	Week Daytime	5	
Total Court Time Blocks								5	1 Gym equals 1 block per day. Equivalent of 1 Gym
Classroom	SFD Camp	10	1	4	5	8	Week Daytime	20	
	Art Camp	4	0.5	1	5	3	Week Daytime	2.5	
	Computer Camp	4	0.5	1	5	3	Week Daytime	2.5	
	Tech Stars	4	0.5	1	5	4	Week Daytime	2.5	
	Girls Inc.	4	0.5	1	5	1	Week Daytime	2.5	
Total Classroom Time Blocks								30	1 Classroom equals 5 time blocks per week. Equivalent of 6 Classrooms
Stage	Fashion Camp	4			1	5 days/	Week Daytime		

Conceptual Designs

Following the determination of Town space needs in the Programming phase of this Assessment, work progressed to developing conceptual designs that would accommodate these needs.

Approach

In exploring where the Town's space needs could be accommodated four locations, or types of locations were identified that spanned a range of opportunities available to the Town. In defining these approaches it was felt that the ultimate decision making process of selection of one preferred option from among whatever number were developed would be facilitated by defining the alternatives as clearly as possible.

Opportunities studied for accommodation the Town's space needs included:

1. Maximizing additions to the existing Town Hall building.
2. Exploring further utilization of St. Jude School. In the past it has been leased as space to house some activities of Parks and Recreation, and has the potential to expand into similar Community Center activities. Should this property become available what might its utility be to the Town.
3. Developing strategies of varying size and type of use for utilizing space in the former-Chalk Hill School.
4. Locating some relatively self-contained needs (departments) whose functions have less interactions with other Town functions at existing Town owned single purpose facilities. These include the Senior Center and Public Works.

Functional Relationships

In analyzing how the components of the municipal government work together the following were found to be department groupings that should be contiguous in any final plan:

1. Executive – First Selectman, Finance, Treasurer and Human Resources.
2. Records, Taxes and Voting – Town Clerk, Tax Assessor, Tax Collector and Registrar of Voters. All these departments rely on close proximity and access to the records vaults. They receive the largest number of citizens visiting to use their services.
3. Planning and Permitting – Planning and Zoning, Engineering, Building, Health and Fire Marshal. These departments work closely with each other and often are involved in collaborative discussions with outside applicants for such things as building permits. They receive a significant number of visitors.
4. Board of Education – This study was asked to consider co-location of the Board of Education's Central Office with Town Hall offices in order to further facilitate collaboration and the potential for increased shared services. This move, which had definite cost implications, only made sense if the Board was relocated to be in close proximity to the Executive.

The Public Works Department head office staff was felt to be somewhat of a special case. While some of their functions were to collaborate with Planning and Permitting and as advisors to the Executive, being located with these functions necessarily put them removed from directly overseeing the daily department operations at the Public Works Yard. As a whole, it was felt that the more functional arrangement would be to relocate their office to the Yard, a functional placement common to many other municipalities.

Town Hall Addition Options

The Town Hall campus, including that of the Library, comprises a little less than 10 acres; Town Hall, at 7 Fan Hill Road is 7.17 acres, the Library, at 733 Monroe Turnpike is 2.45. The combined property forms an irregular polygon bordered by



the Monroe Turnpike on the east, Fan Hill Road on the northeast, Church Street on the north and west, and the property of St. Jude Roman Catholic Church on the south. A small notch is absent from this polygon representing the property of the Masonic Lodge.

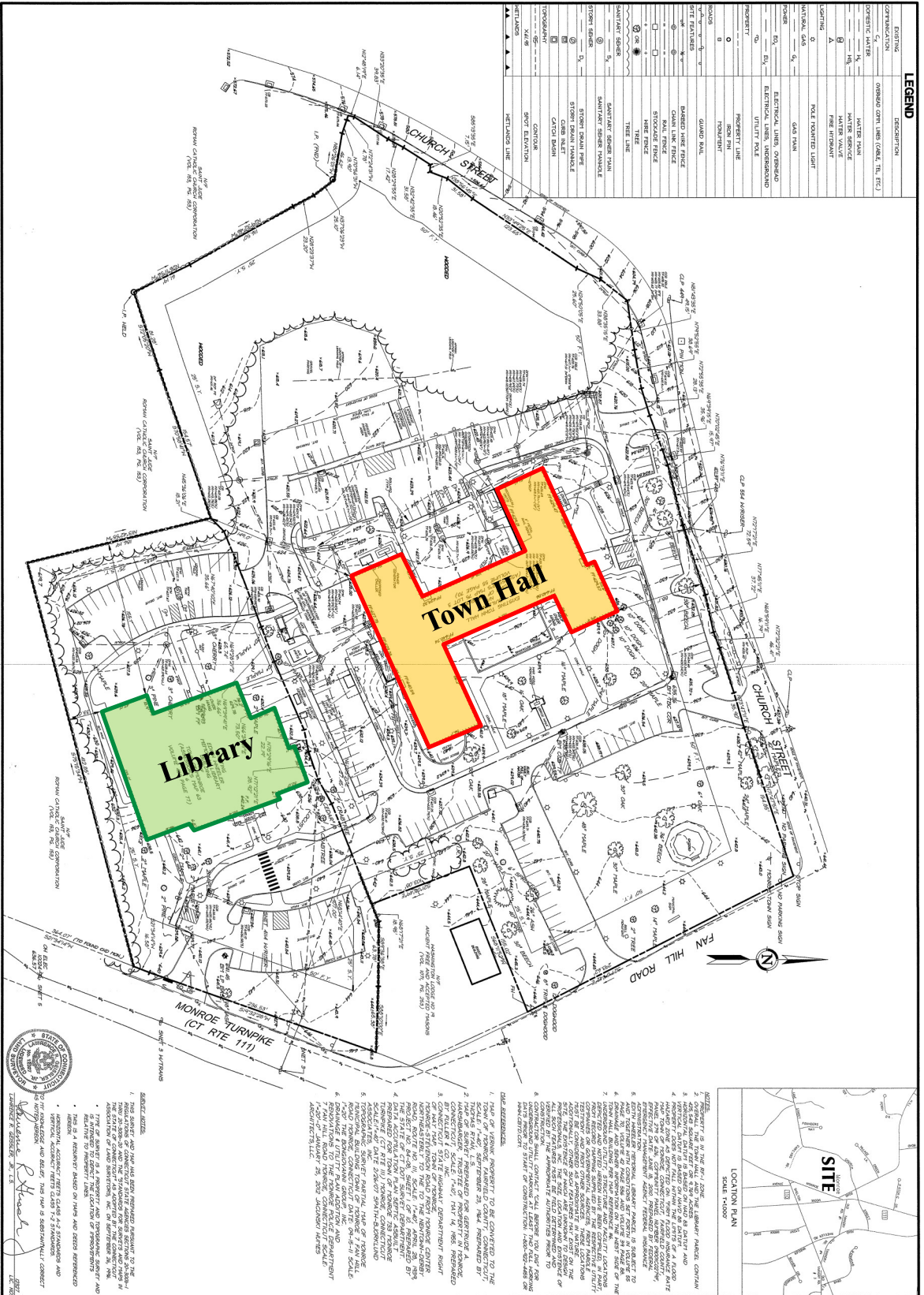
While 10 acres may seem expansive, various features and current use substantially define practical expansion opportunities for Town Hall. The northeast corner of the site is occupied by a small green containing the Gazebo and a handful of mature and signature trees. These taken together constitute a symbolic heart for Monroe around which Town Hall, the Masonic Lodge and several historic structures including two churches generally focus. Furthermore, the campus is situated in a Historic District. For all practical purposes, this area was considered off limits for any development.

The western portion of the site is a fully wooded steep slope with as much as a 40' change in elevation east to west in some locations. Easy access to this part of the site is likely limited to points in the Police parking lot. Because of the slope and the importance of maintaining the Police Department's "zone", this area was considered inappropriate for development. With those subtractions, the area of Town Hall and the Library remain.

Town Hall is surrounded by drives that double as low density parking lots. The Library has similar drives on three sides, the fourth being too close to the nearby property line to permit vehicular access. Within this configuration, re-purposing any area currently occupied by drives for building additions would render the entire traffic flow non-functional. Slight realignments of curb lines might be considered to increase developable area adjacent to Town Hall, but the utility of these must be balanced against the costs of realignment including relocation of subsurface utilities.

Finally, while assessment of the Police Department was outside the scope of this Assessment, it saw considerable expansion in 2012. For this study, it was felt that the area from the sally port to the south around the parking to the west to the entry to the north was dedicated to Police Department use and should not be touched.

The following page shows a site plan including the existing Town Hall and Library.



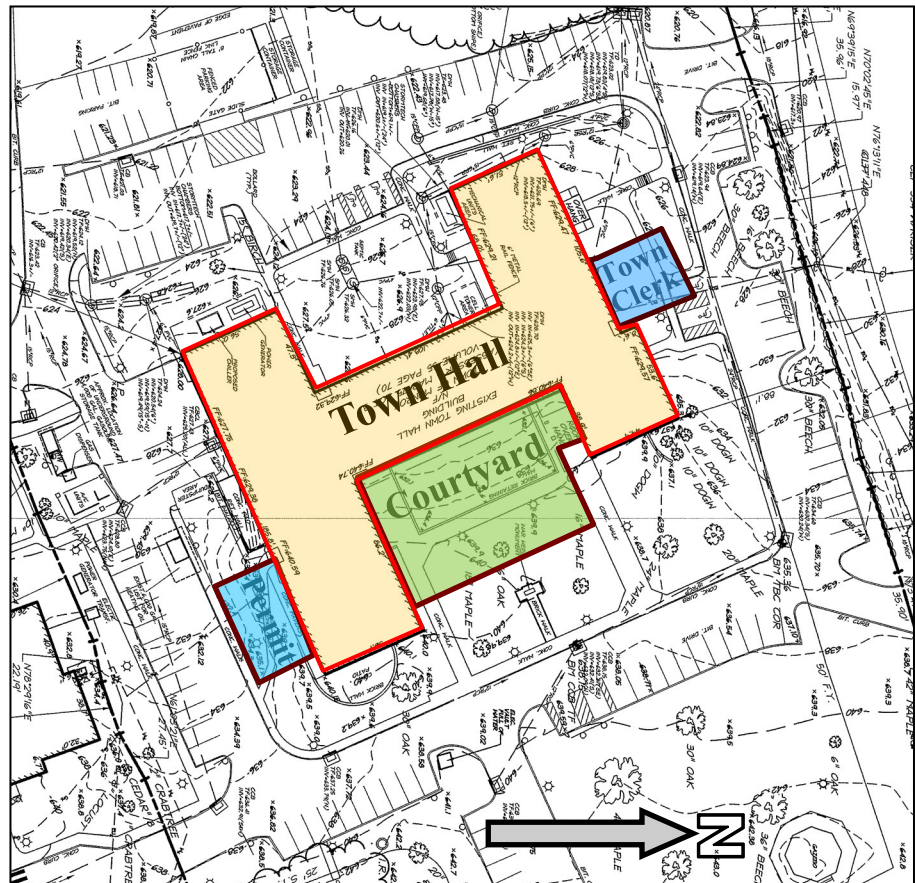
Wood frame buildings such as Town Hall are, in general, not designed to accommodate a second story. In the particular case of Town Hall, the perimeter walls are bearing walls supporting the roof trusses as is the west central corridor wall. The attic above is largely occupied by the ducts of the heating system, space needed for which may increase when air conditioning is added to the building. For these reasons, adding a second floor was ruled out.

While the police sally port addition at the southwest corner of the building has been described as being able to accommodate a second floor, the top of the existing roof framing is several feet above the main floor elevation of Town Hall. An addition above this area would create great difficulties in making the added spaces handicap accessible while providing limited additional floor space; this option has therefore been rejected.

Within these constraints, there are several areas available for building additions. The most promising option is the area directly to the left of one's approach upon entering Town Hall. Currently a sunken court, this area could be added to with basement spaces supplementing those of both the Town government and the Police Department, a main level at that of the current Town offices and possibly a 2nd level if needed by program.

A second opportunity for an addition is located to the south of the current permitting wing. The space available is bounded by the current curb and walk and by the access well leading to the basement and mechanical room.

A third expansion possibility is less obvious, but its need became evident as we explored working needed spaces into the overall Town Hall plan. This would be to the north of the existing Town Clerk offices. Because of existing grades, to build here would provide the opportunity of a lower level at the level of the police offices.



St. Jude School and Site

Should the St. Jude School become available to the Town, its acquisition could have definite benefits.

In the past, the St. Jude School building has been utilized for additional program space for the Parks and Recreation department such as for after school and summer youth activities. It certainly is capable of continuing to serve in this capacity, and may have the ability to offer a location for expanded programming in the future.

There are several clear advantages to utilizing the St. Jude School building in this way:

- It has been used in the recent past for this use and has shown its spaces are compatible with these functions.
- Its size is more practical for the potential “Community Center” than the former Chalk Hill School (see below), as the operating costs of this building would likely be significantly less.
- It’s property is adjacent to Town Hall and readily incorporated into a Town Hall campus.
- It’s use is not subject to the limitations of placed on uses on a school campus (again, see below).

Longer term, St. Jude, as a building does have some significant limitations inherent in its fabric which likely make it costly to bring up to the standards one would expect of a 21st century building. However, the Town could begin to utilize certain space quickly while planning for future expansion or use.



St. Jude, as a building, has a number of features consistent with typical early 1960’s era school construction which would need to be addressed if one were to expect it to serve as a municipal building through the end of the 21st century. Among the upgrades that would be necessary are:

- The heating system is at the end of its useful life and would need replacement. An air conditioning and fresh air supply ventilating system should be added; limited floor-to-floor heights preclude a centralized ducted system appropriate for municipal functions.

- Electrical and data systems are those appropriate for the building's initial function. 21st century power needs and data handling requirements would require a full system replacement.
- The building would require a full fire suppression (sprinkler) system.
- The building contains significant hazardous materials that need abatement.
- The roof is likely at the end of its useful life and in need of replacement.
- The exterior walls consist of uninsulated masonry and uninsulated windows. Insulation could be added to the former, but the latter would require replacement.
- The building is not handicap accessible. In addition to the need to add an elevator, virtually every room entry would need reconfiguration to provide required clearances at doors. The building's masonry interior partitions increase the difficulty of this work .

In addition to these correctable items, the building's basic structural system of parallel masonry bearing walls restricts the ability to configure spaces to meet functional needs. The classroom size spaces are resistant to reconfiguration for the variety of spaces required for non-classroom needs. And, as alluded to above, the short floor-to-floor heights of 11'4" do not provide sufficient space for above ceiling ductwork which generally requires 12'-8" or more of floor-to-floor separation.

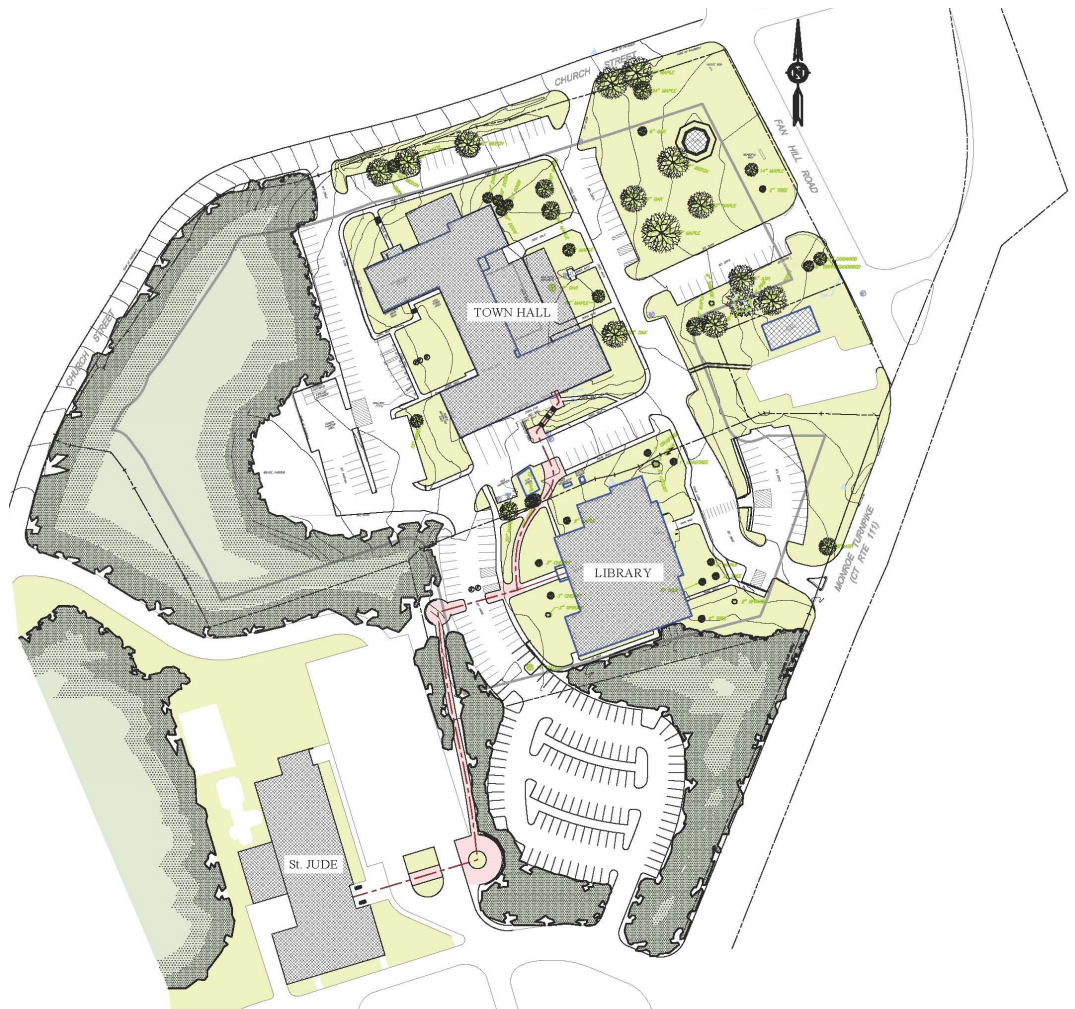


It may be useful to note here that other municipalities, when faced with a building containing these features, have determined that new construction may be more cost effective than renovation as new. New Haven, for example, through their experience of evaluating and reconstructing or building new every school in the city, ultimately determined that schools built as St. Jude, were more appropriately replaced than rebuilt.

Based on this analysis, the St. Jude building is very useful in the short and medium term for use consistent with its classroom scaled cellular space layout, but expenditures leading to more long term utility may be better spent on new construction; further analysis to determine this would be required.

In our opinion, the most important factor to consider, should St. Jude become available to the Town, is the long term utility of its site. The acquisition of St. Jude would be a rare opportunity which the Town should certainly consider. That opportunity would be to substantially add to the area of the Town Hall campus. Depending on the demarcation of the subdivision property line, one might expect to add around 5 acres to the Town’s existing 10, making a total campus or around 15 acres. It would be but prudent and appropriate to seize the opportunity to secure this land which over the long term will be of use providing flexibility in allowing for growth of Town services space needs.

While one cannot predict to what future uses the Town may need, the conceptual site plan shown here suggests how naturally the St. Jude site could be incorporated into a unified, multi-building town center. Note, even with considering only the existing St. Jude school building, how the additional site allows for a unified and quantitatively substantially increased parking and graceful vehicular movement layout and for a natural series of outdoor walks and paths linking all buildings within a parklike campus environment.



Chalk Hill School

Chalk Hill School is part of a 43 acre school campus owned by the Monroe Board of Education. It is located at 375 Fan Hill Road.

The school, built in 1968 is a structure of two full stories over a partial basement cut into the sloping site. It is a steel frame building with masonry exterior and interior walls. It is approximately 95,000 SF including the basement.

Used as Monroe’s Middle School from 1969 to 2011, Chalk Hill served the emergency needs of the Sandy Hook Elementary School from 2012 to 2016. The school has been vacant since 2016.

While the building is of substantial construction, typical of buildings of its age and

use, its systems are of an age that would require substantial upgrades if the building were to be put into “as new” condition for use for decades to come. At 50 years, the building’s heating system can be expected to need substantial replacement and/or upgrades. The building currently lacks air conditioning, but does have a fire suppression (sprinkler) system. It can be assumed that the fire alarm system would need substantial upgrade or replacement.

Electrical, telecommunications, data and security systems capacities and expectations are vastly different today than they were 50 years ago. It is reasonable to assume that all of these systems would either need major upgrade or total replacement. Heating, ventilating



and air conditioning systems along with electrical, telecommunication, data and security systems alone are often 30% to 40% of the cost of a new building, a fact that should be kept in mind in assessing an existing building that needs these and other upgrades.

In 2015, a previous report indicated the roof had an estimate 10 to 15 years of useful life. That would indicate that at this date it is at or near need of replacement. Windows, as noted in that previous report, are all single glazed and without thermal breaks and therefore highly inefficient from an energy conservation perspective. They would need to be replaced if the building were to be placed in long term use.

While it may not be obvious, the building is substantially non-compliant with current handicap accessibility codes. While the main entrance is accessible, and while there is an elevator, virtually every doorway does not meet accessibility dimensions and/or clearances and would need to be modified. Toilet rooms, similarly, do not have the dimensional requirements to be considered accessible and would need modification.

For all of these reasons, upgrading Chalk Hill would be an expensive enterprise quantified as a significant fraction of the cost of a new building. Realistically, much of the system work would need to be completed for the entire building even if only a portion of the building were to be reused.

Reuse of this facility is constrained due to its location on a school campus. Pursuant to a request for guidance in this matter, on November 11, 2019, Donna Lane, Chair of the Monroe Board of Education, provided this statement:



MONROE PUBLIC SCHOOLS
— MONROE, CONNECTICUT —

November 20, 2019

First Selectman Ken Kellogg
Monroe Town Hall
7 Fan Hill Road
Monroe, CT 06468

Dear Ken,

This is in response to your inquiry regarding the ongoing Municipal Space Needs Assessment.

Regarding the use of the former Chalk Hill School, as we have discussed, the building remains on a school campus and the BOE continues to utilize the fields. As such, there are concerns regarding extensive use of the building that would generate onsite activity during school hours. Limited uses that would be primarily related to providing services to residents, such as Community & Social Services and Parks & Recreation offices, would be acceptable. Services that would be more intense, such as land use permitting, would be of concern.

Additionally, this also serves to confirm prior discussions with Superintendent of Schools Zmary regarding the incorporation of the Board of Education in this effort. The ability to incorporate options that would provide for the co-location of Board of Education and municipal administrative functions would be valuable. This would provide an even greater ability for communication, coordination, and collaboration.

Best Regards,

A handwritten signature in black ink that reads "Donna Lane". The signature is written in a cursive style with a large, prominent "D" and "L".

Donna Lane
Chair- Monroe Board of Education

Based on this letter, and assessing the needs identified in the Consolidated Department Program, the only functions that could be accommodated in the former Chalk Hill School would be the Parks and Recreation / Community Center and, perhaps, the Food Pantry.

Renovating the school for these functions alone would be cost prohibitive, that is, it would cost more than a new building to house these function. Therefore, unless an additional use is identified outside of those enumerated as Town needs and consistent with the Board of Education’s use directive, it is recommended not to include the Chalk Hill School as a location for meeting Town needs. The First Selectman has advised us of sporadic interest in the building from a handful of organizations, however, all such intended uses have been for a fraction of the facility. Just as that is not cost effective for the Town, it is similarly impractical for private use unless a variety of compatible uses, consistent with the school campus, can be aggregated while allowing for a portion to remain available for Town use.

While unused at present, the school represents a potential physical asset, and conversely, it’s demolition represents a significant expenditure. It is recommended that the school remain in its present hibernated state.

Options Overview

The winnowing process described in the above sections leads to the following options available to the Town broken down into categories as related to buildings and/or the functions they contain:

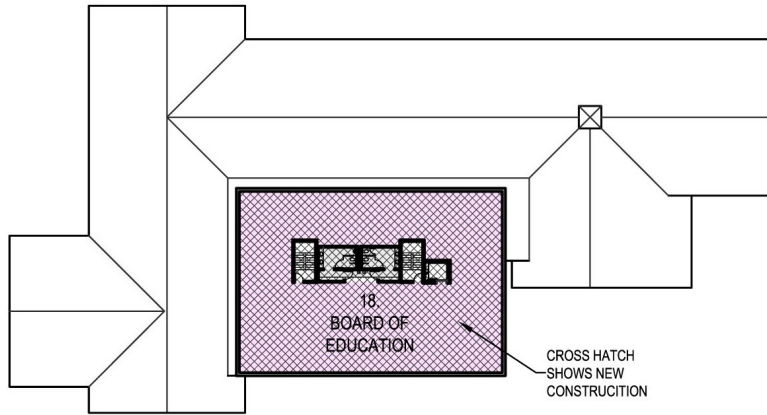
- Expanding Town Hall to accommodate all of its current departments and functions except Public Works. The primary choice is whether or not to include new offices for the Board of Education. The primary advantage of inclusion is to allow for a greater cooperation and coordination between the BOE and other Town staff. A secondary advantage is expansion frees the former BOE office space at Monroe Elementary School for use as educational space. Another secondary advantage of a move is that the Town Hall space created for the BOE can be used as “swing space” before BOE relocation providing for smoother Town staff functioning during a multi-year phased construction at Town Hall; this space would be located in an additional story. Of course, adding the BOE to Town Hall does increase the overall construction costs.
- Constructing a new Public Works administrative and storage building at the Highway Yard. This facility would have administrative offices at entry / street level with material storage space below.
- Expanding the Senior Center
- Providing facilities for the Parks and Recreation Community Center and for the Food Pantry in one of several ways:
 - While both could be potentially located in the former Chalk Hill School, as noted in a previous section, it would require upgrading and occupancy of the majority of the space to be cost effective; this would need to include significant non-Town usage.
 - Alternately, both (or either) could be located in new facilities on other Town land. One possibility in this regard would be Wolfe Park.
 - If St. Jude School were to become available, it could be used with modest improvements.

In summary, the expansion plans for Town Hall and the Senior Center seem clear as does the new Public Works building. Where there are options are for the location of the Community Center and the Food Pantry.

On the following pages are conceptual plans for:

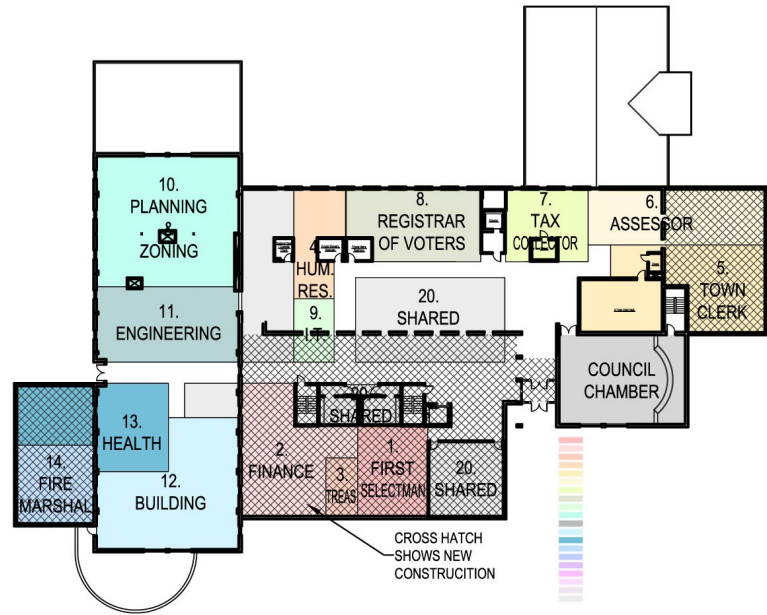
- Town Hall—including options with and without the Board of Education offices
- The new Public Works office and storage building
- Expansion of the Senior Center
- Options for housing the community Center and Food Pantry as follows:
 - Located in a permanent home in the former Chalk Hill School if another suitable occupant is found for occupying all or most of the remainder of the structure
 - Located in a permanent home in new buildings at Wolfe Park or another town location.
 - Located for the medium term in the existing St. Jude school.

UPPER LEVEL / 2nd FL.

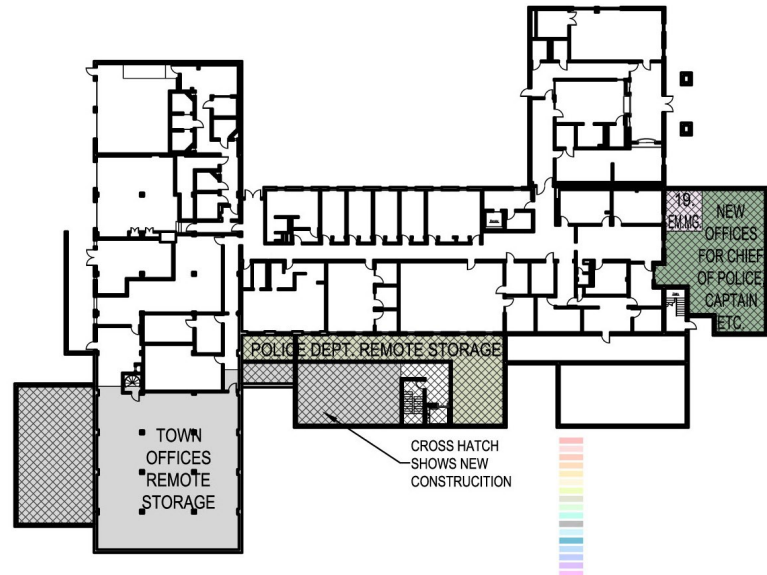


MAIN LEVEL / 1st FLOOR

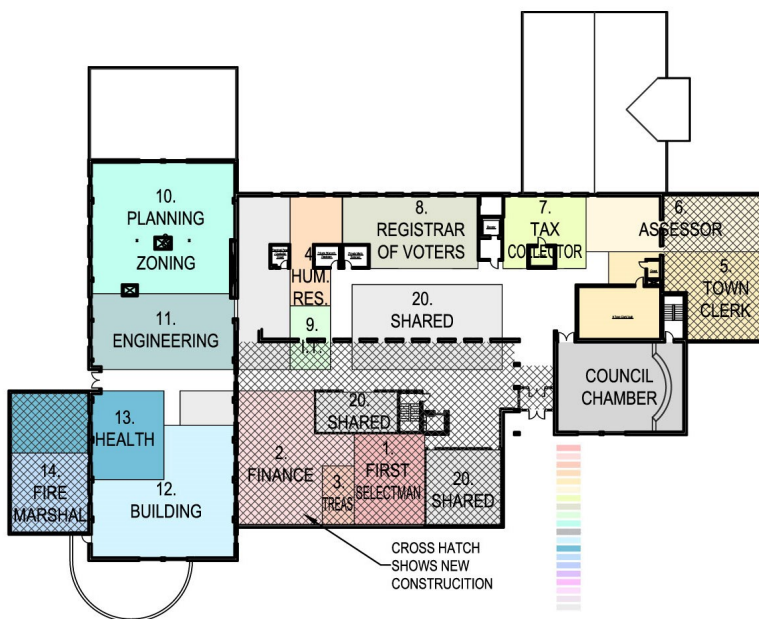
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3.	TREASURER
4.	HUMAN RESOURCES
5.	TOWN CLERK
6.	ASSESSOR
7.	TAX COLLECTOR
8.	REGISTRAR OF VOTERS
9.	INFORMATION TECHNOLOGY
10.	PLANNING & ZONING
11.	ENGINEERING
12.	BUILDING
13.	HEALTH
14.	FIRE MARSHAL
15.	PUBLIC WORKS / HIGHWAY
16.	PARKS & RECREATION
17.	COMMUNITY & SOCIAL SERVICES
18.	BOARD OF EDUCATION
19.	EMERGENCY MANAGEMENT
20.	SHARED FACILITIES



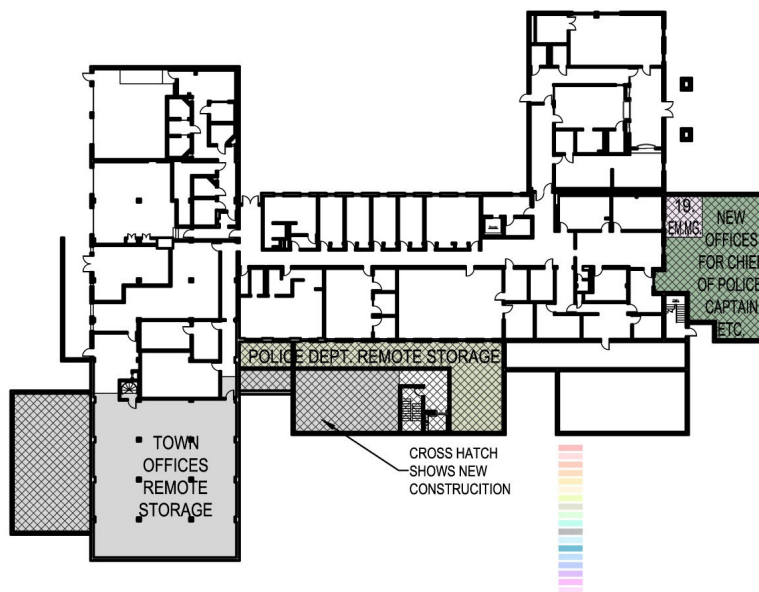
LOWER LEVEL / BASEMENT



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8.	REGISTRAR OF VOTERS
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18.	BOARD OF EDUCATION
19.	EMERGENCY MANAGEMENT
20.	SHARED FACILITIES

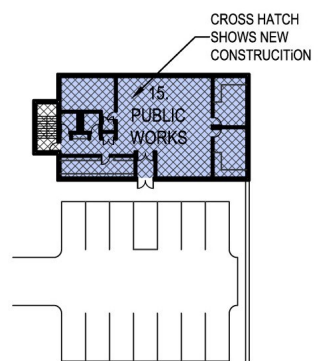


MAIN LEVEL / 1st FLOOR

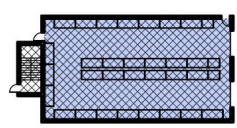














LOWER LEVEL / BASEMENT

MAIN LEVEL / 1st FLOOR






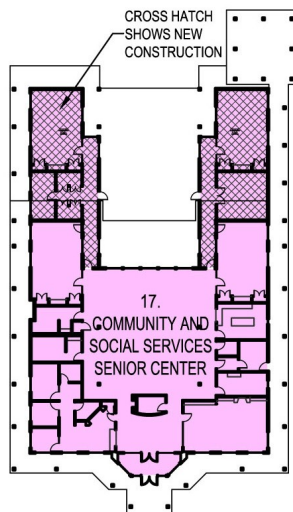
LOWER LEVEL / BASEMENT



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	18. BOARD OF EDUCATION
	19. EMERGENCY MANAGEMENT
	20. SHARED FACILITIES

MAIN LEVEL / 1st FLOOR

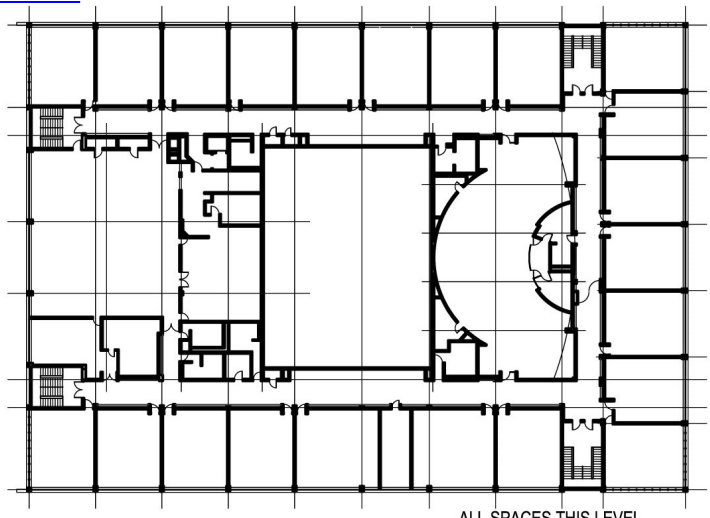
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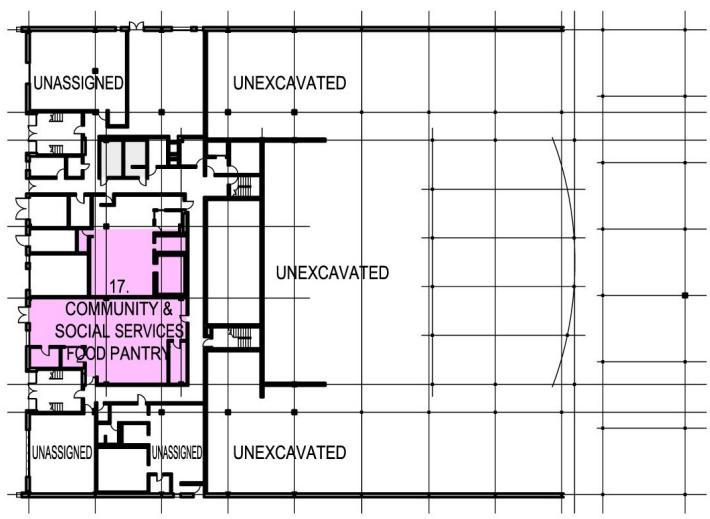
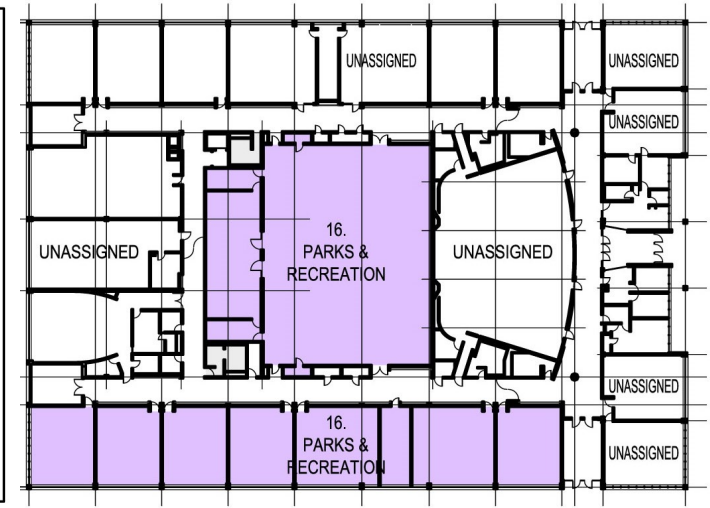
LOWER LEVEL / BASEMENT MAIN LEVEL / 1st FLOOR UPPER LEVEL / 2nd FL.

(PARKS & RECREATION AND FOOD PANTRY PLUS 60,000 SF OF OTHER EDUCATIONAL USE)

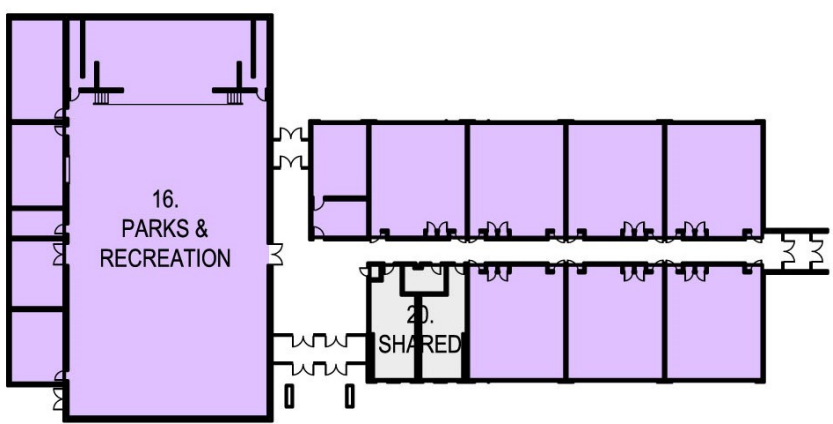
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| 20. | SHARED FACILITIES |

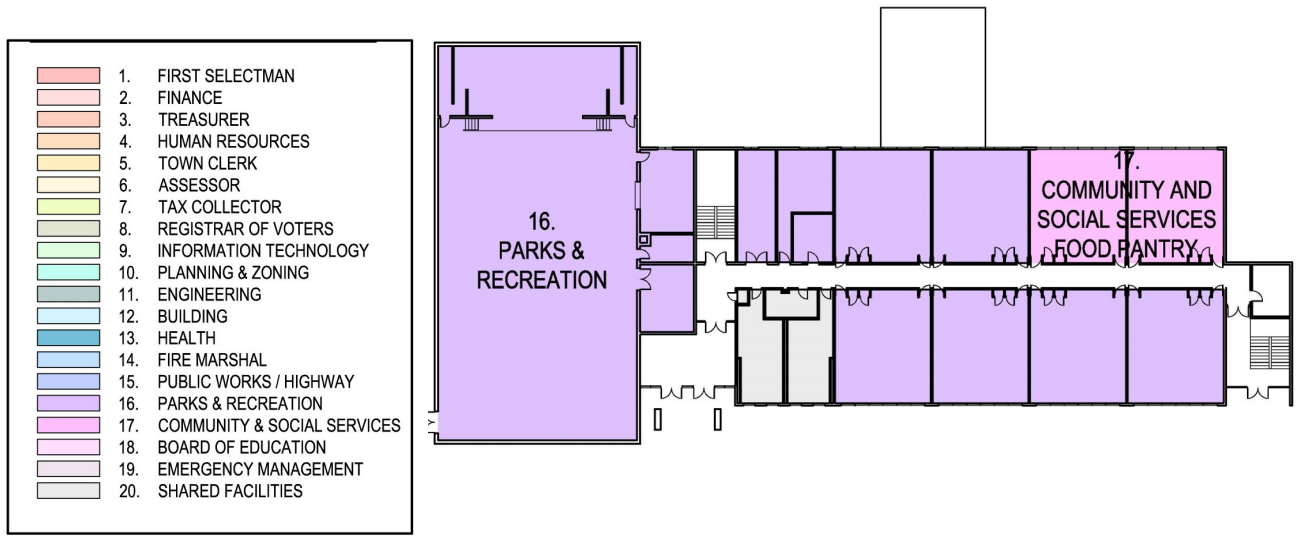


ALL SPACES THIS LEVEL ARE UNASSIGNED



1.	FIRST SELECTMAN
2.	FINANCE
3.	TREASURER
4.	HUMAN RESOURCES
5.	TOWN CLERK
6.	ASSESSOR
7.	TAX COLLECTOR
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Design Options Budgets

The following page consists of a preliminary attempt to show different possibilities for how the Town might approach projects described in this section. We have identified three Options as follows:

- Option A—Maximizing the accommodation of the Town's program needs on the Town Hall site while locating a new Community Center and Food Bank on sites to be determined.
- Option B — Maximizing the accommodation of the Town's program needs on the Town Hall site and using the St. Jude School to accommodate an new Community Center and a relocated Food Bank.
- Option C— Maximizing the accommodation of the Town's program needs on the Town Hall site and using the Chalk Hill School to accommodate an new Community Center and a relocated Food Bank.

Within each of these Options, there is a separate choice as to whether to relocate the Board of Education offices to Town Hall or not.

Along with these Options is a possible Phasing of each over a series of increments. For some projects, notably the work on Town Hall, phasing is necessary and the sequence of phases is important. At the other extreme, projects such as the expansion of the Senior Center are largely independent of other projects and could be undertaken at many different places within the overall phasing sequence.

Along with the phasing is a first estimation of project costs for undertaking various projects, the costs being estimated if they were undertaken in 2021.

At this level of these projects where an actual design is not yet developed to a level where quantities of each element (e.g. SF of gypsum board wall on metal studs) can be measured and a unit cost applied to each, a more basic and approximate method of comparing costs between options is needed. For this, a cost per square foot of floor area for a given scope of work is used.

While it will be possible to derive more accurate estimates of construction cost will be possible as designs develop, this method of dollars per square foot is useful and sufficiently accurate to compare, as is done here, different projects, to determine if there is a significant cost advantage of one over the other.

There is a word of caution in using these figures. They are and are meant to be, above all, order of magnitude figures. That is, they are reasonably close and it is reasonable to assume the costs will neither be double nor half what is shown. In mathematical terms, the first significant figure is liable to be correct, the second somewhat so.

	Option A1: Maximixe Town Hall, include Board of Education										Option A2: Maximize Town Hall, omit Board of Education										
	YES										NO										
BOE co-located	Major Renovation & Addition										Major Renovation & Addition										
Town Hall	NO										NO										
St. Jude School	Demolished										Demolished										
Chalk Hill	New Building - Chalk Hill Site										New Building - Chalk Hill Site										
Communtiy Center	New Building - Chalk Hill Site										New Building - Chalk Hill Site										
Food Pantry	New Building - Chalk Hill Site										New Building - Chalk Hill Site										
PHASE -->	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	
Purchase St. Jude School	N/A										N/A										
Renovate St. Jude School	N/A										N/A										
Move Community & Social Services to Senior Center	\$ 5,000										\$ 5,000										
New Public Works Storage & Office Building	\$ 1,392,000										\$ 1,392,000										
New North Addition, Town Hall			\$ 1,640,000										\$ 1,640,000								
Move Public Works to New Building		\$ 10,000										\$ 10,000									
New Town Hall Main Addition				\$ 3,554,000	\$ 3,554,000									\$ 4,148,000							
Move Town Clerk and Assessor				\$ 10,000										\$ 10,000							
Move FS, Finance, & Treasurer to Perm Offices						\$ 10,000									\$ 10,000						
Move Tax Collector, ROV, HR, to Temp Offices						\$ 50,000					N/A										
Move Tax Col., ROV, HR, to Temp Offices at Swing Sp. (TBD)	N/A														\$ 50,000						
Renovate Town Hall Main						\$ 2,745,000									\$ 2,745,000						
Move Tax Collector, ROV, HR, to Perm Offices							\$ 50,000											\$ 50,000			
Move Permitting to Temp Offices							\$ 100,000														
Move Permitting to Temp Offices at Swing Space (TBD)																\$ 200,000					
New Addition & Renovation (Town Hall Annex)							\$ 2,727,000									\$ 2,727,000					
Move Permitting to Perm Offices								\$ 100,000										\$ 200,000			
Move BOE to Perm Offices								\$ 100,000			N/A										
Demo Chalk Hill		\$ 2,400,000										\$ 2,400,000									
New Senior Center Addition	\$ 822,000										\$ 820,000										
New Community Center (on site T.B.D.)									\$ 3,446,000	\$ 3,446,000								\$ 3,446,000	\$ 3,446,000		
Move Parks & Rec and Food Pantry to Com.Center									\$ 10,000										\$ 10,000		
New Food Pantry (on site T.B.D.)									\$ 330,000	\$ 330,000									\$ 330,000	\$ 330,000	
Sub-Total	\$ 2,219,000	\$ 2,410,000	\$ 1,640,000	\$ 3,564,000	\$ 3,554,000	\$ 2,805,000	\$ 2,877,000	\$ 200,000	\$ 3,776,000	\$ 3,786,000	\$ 2,217,000	\$ 2,410,000	\$ 1,640,000	\$ 4,158,000	\$ 2,805,000	\$ 2,927,000	\$ 250,000	\$ 3,776,000	\$ 3,786,000	\$ -	
Allowance for Professional Fees	\$ 221,900	\$ 241,000	\$ 164,000	\$ 356,400	\$ 355,400	\$ 280,500	\$ 287,700	\$ 20,000	\$ 377,600	\$ 378,600	\$ 221,700	\$ -	\$ 164,000	\$ 415,800	\$ 280,500	\$ 292,700	\$ 25,000	\$ 377,600	\$ 378,600	\$ -	
FFE Allocation	\$ 4,000	\$ 14,000	\$ -	\$ 20,000	\$ -	\$ 26,000	\$ 28,000	\$ 100,000	\$ -	\$ 12,000	\$ 4,000	\$ 14,000	\$ -	\$ 20,000	\$ 26,000	\$ -	\$ 84,000	\$ -	\$ 12,000	\$ -	
Total	\$ 2,444,900	\$ 2,665,000	\$ 1,804,000	\$ 3,940,400	\$ 3,909,400	\$ 3,111,500	\$ 3,192,700	\$ 320,000	\$ 4,153,600	\$ 4,176,600	\$ 2,442,700	\$ 2,424,000	\$ 1,804,000	\$ 4,593,800	\$ 3,111,500	\$ 3,219,700	\$ 359,000	\$ 4,153,600	\$ 4,176,600	\$ -	
									\$ 29,718,100											\$ 26,284,900	

	Option B1: Add St. Jude Site, include Board of Education										Option B2: Add St. Jude Site, omit Board of Education										
	YES										NO										
BOE co-located	Significant Renovation & Addition										Significant Renovation & Addition										
Town Hall	YES										YES										
St. Jude School	Demolished										Demolished										
Chalk Hill	Utilize St. Jude School										Utilize St. Jude School										
Communtiy Center	Utilize St. Jude School										Utilize St. Jude School										
Food Pantry																					
PHASE -->	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	
Purchase St. Jude School	\$ 2,700,000										\$ 2,700,000										
Renovate St. Jude School		\$ 2,541,000	\$ 2,541,000									\$ 2,541,000	\$ 2,541,000								
Move Community & Social Services to Senior Center						\$ 5,000										\$ 5,000					
New Public Works Storage & Office Building					\$ 1,392,000										\$ 1,392,000						
New North Addition, Town Hall						\$ 1,640,000										\$ 1,640,000					
Move Public Works to New Building						\$ 10,000									\$ 10,000						
New Town Hall Main Addition							\$ 3,554,000	\$ 3,554,000						\$ 4,148,000							
Move Town Clerk and Assessor							\$ 10,000										\$ 10,000				
Move FS, Finance, & Treasurer to Temp Offices	N/A															\$ 10,000					
Move FS, Finance, & Treasurer to Perm Offices								\$ 10,000			N/A										
Move Tax Collector, ROV, HR, to Temp Offices								\$ 50,000								\$ 50,000					
Renovate Town Hall Main								\$ 2,745,000									\$ 2,745,000				
Move FS, Tax Coll., & ROV to Perm Offices	N/A																	\$ 20,000			
Move Fin., Treas., HR to Temp Offices in Swing Space (TBD)	N/A															\$ 50,000					
Move Tax Collector, ROV, HR, to Perm Offices								\$ 50,000			N/A										
Renovation (Town Hall Annex)								\$ 2,727,000										\$ 2,727,000			
Move Permitting to Perm Offices				\$ 100,000										\$ 100,000							
Move Fin., Treas., & HR to Perm Offices	N/A																		\$ 50,000		
Move BOE to Perm Offices								\$ 100,000			N/A										
Demo Chalk Hill				\$ 2,400,000																\$ 2,400,000	
New Senior Center Addition					\$ 822,000										\$ 822,000						
Move Parks & Rec and Food Pantry to St. Jude				\$ 10,000										\$ 10,000							
Sub-Total	\$ 2,700,000	\$ 2,541,000	\$ 2,541,000	\$ 2,510,000	\$ 2,214,000	\$ 1,655,000	\$ 3,564,000	\$ 3,554,000	\$ 2,805,000	\$ 2,877,000	\$ 2,700,000	\$ 2,541,000	\$ 2,541,000	\$ 4,258,000	\$ 2,214,000	\$ 1,765,000	\$ 2,755,000	\$ 2,747,000	\$ 2,450,000	\$ -	
Allowance for Professional Fees	\$ -	\$ 254,100	\$ 254,100	\$ 251,000	\$ 221,400	\$ 165,500	\$ 356,400	\$ 355,400	\$ 280,500	\$ 287,700	\$ -	\$ 254,100	\$ 254,100	\$ 425,800	\$ 221,400	\$ 176,500	\$ 275,500	\$ 274,700	\$ 245,000	\$ -	
FFE Allocation	\$ -	\$ -	\$ -	\$ 68,000	\$ -	\$ 18,000	\$ 20,000	\$ -	\$ 26,000	\$ 72,000	\$ -	\$ -	\$ -	\$ 68,000	\$ -	\$ 18,000	\$ 20,000	\$ 28,000	\$ 26,000	\$ -	
Total	\$ 2,700,000	\$ 2,795,100	\$ 2,795,100	\$ 2,829,000	\$ 2,435,400	\$ 1,838,500	\$ 3,940,400	\$ 3,909,400	\$ 3,111,500	\$ 3,236,700	\$ 2,700,000	\$ 2,795,100	\$ 2,795,100	\$ 4,751,800	\$ 2,435,400	\$ 1,959,500	\$ 3,050,500	\$ 3,049,700	\$ 2,721,000	\$ -	
									\$ 29,591,100											\$ 26,258,100	

	Option C1: Maximixe Town Hall w/ Chalk Hill School, include Board of Education										Option C2: Maximize Town Hall w/ Chalk Hill School, omit Board of Education										
	YES										NO										
BOE co-located	Major Renovation & Addition										Major Renovation & Addition										
Town Hall	NO										NO										
St. Jude School	Renovated										Renovated										
Chalk Hill	In Chalk Hill School										In Chalk Hill School										
Communtiy Center	In Chalk Hill School										In Chalk Hill School										
Food Pantry	In Chalk Hill School										In Chalk Hill School										
PHASE -->	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	
Purchase St. Jude School	N/A										N/A										
Renovate St. Jude School	N/A										N/A										
Move Community & Social Services to Senior Center	\$ 5,000										\$ 5,000										
New Public Works Storage & Office Building	\$ 1,392,000										\$ 1,392,000										
New North Addition, Town Hall				\$ 1,640,000										\$ 1,640,000							
Move Public Works to New Building		\$ 10,000										\$ 10,000									
New Town Hall Main Addition					\$ 3,554,000	\$ 3,554,000									\$ 4,148,000						
Move Town Clerk and Assessor					\$ 10,000										\$ 10,000						
Move FS, Finance, & Treasurer to Perm Offices							\$ 10,000									\$ 10,000					
Move Tax Collector, ROV, HR, to Temp Offices							\$ 50,000				N/A										
Move Tax Collector, ROV, HR, to Temp Off, Chalk Hill	N/A															\$ 50,000					
Renovate Town Hall Main							\$ 2,745,000									\$ 2,745,000					
Move Tax Collector, ROV, HR, to Perm Offices								\$ 50,000									\$ 50,000				
Move Permitting to Temp Offices								\$ 100,000													
Move Permitting to Temp Offices at Chalk Hill	N/A																	\$ 200,000			
New Addition & Renovation (Town Hall Annex)								\$ 2,727,000										\$ 2,727,000			
Move Permitting to Perm Offices									\$ 100,000										\$ 200,000		
Move BOE to Perm Offices									\$ 100,000		N/A										
Demo Chalk Hill	N/A										N/A										
New Senior Center Addition	\$ 822,000										\$ 822,000										
Renovate Chalk Hill School Shell, MEP & Abate		\$ 5,400,000	\$ 5,400,000									\$ 5,400,000	\$ 5,400,000								
Fit out Chalk Hill Sch. for Parks & Rec. & Food Pantry				\$ 2,000,000										\$ 2,000,000							
Move Parks & Rec and Food Pantry to Com.Center				\$ 10,000										\$ 10,000							
Sub-Total	\$ 2,219,000	\$ 5,410,000	\$ 5,400,000	\$ 3,650,000	\$ 3,564,000	\$ 3,554,000	\$ 2,805,000	\$ 2,877,000	\$ 200,000	\$ -	\$ 2,219,000	\$ 5,410,000	\$ 5,400,000	\$ 3,650,000	\$ 4,158,000	\$ 2,805,000	\$ 2,977,000	\$ 200,000	\$ -	\$ -	
Allowance for Professional Fees	\$ 221,900	\$ 541,000	\$ 540,000	\$ 365,000	\$ 356,400	\$ 355,400	\$ 280,500	\$ 287,700	\$ 20,000	\$ -	\$ 221,900	\$ -	\$ 540,000	\$ 365,000	\$ 415,800	\$ 280,500	\$ 297,700	\$ 20,000	\$ -	\$ -	
FFE Allocation	\$ 4,000	\$ 14,000	\$ -	\$ 12,000	\$ 20,000	\$ -	\$ 26,000	\$ 28,000	\$ 100,000	\$ -	\$ 4,000	\$ 14,000	\$ -	\$ 12,000	\$ 20,000	\$ 26,000	\$ 28,000	\$ 84,000	\$ -	\$ -	
Total	\$ 2,444,900	\$ 5,965,000	\$ 5,940,000	\$ 4,027,000	\$ 3,940,400	\$ 3,909,400	\$ 3,111,500	\$ 3,192,700	\$ 320,000	\$ -	\$ 2,444,900	\$ 5,424,000	\$ 5,940,000	\$ 4,027,000	\$ 4,593,800	\$ 3,111,500	\$ 3,302,700	\$ 304,000	\$ -	\$ -	
									\$ 32,850,900										\$ 29,147,900		