

## NEW HAMPSHIRE TOWN HALLS 2012

Rising to the challenge of investigating current Town Hall trends in New Hampshire, thirty eight towns were selected based on population or proximity to the Seacoast. A survey was sent out requesting information regarding the number of employees and the size, age and condition of their facility. Research was conducted using town property tax cards, New Hampshire Department of Revenue documents, and the State of NH website.

Traveling over 800 miles of back roads and byways throughout the beautiful State of New Hampshire several observations about these towns were made. Many town halls are more than 100 years old and started out as barns, churches, schools, grange halls or theaters. Many are in different stages of deterioration.

Most Towns have separate fire stations, police stations and public works facilities. Several have new public safety buildings including Auburn, Barrington, Brentwood, Rye and Sandown. Some have recreation or community centers.

There were fourteen answered surveys. Seven towns reported major renovations, during the past 10 years totaling \$3,153,000 bringing the buildings into ADA compliance. Various town departments occupy these buildings. Most towns do not have adequate storage, forcing storage into several locations throughout the town. Town Meetings, Deliberative Sessions and Elections are generally held at schools or recreation and community centers.

The Town of Auburn did a major renovation in 2010 to include: full re-wiring; full HVA system; full insulation and energy efficient lights and windows. Designed for potential expansion in the future, they established file rooms; reorganized office space; enhanced the meeting rooms and pre-wired telephone and computer lines throughout the building. An emergency power generator was installed as part of project.

Last year the Town of Barrington moved out of their quarters in a converted school, which had severe mold problems. They are currently housed in a leased 6 unit condo complex on Route 125.

In March 2006, the Town of Durham hired Sumner Davis Architects, Inc., of Portsmouth to conduct an analysis of the current and future space needs of the Durham Town Hall and Public Library. The 20-30 year projection of population used in the study was 12,600. The 2010 Census revealed a population of 14,680. The Town of Durham has not acted on the proposed recommendations of the 2006 Sumer Davis Space Needs Assessment, but they are using the information as they move forward in the development of a new Town Hall/ Library Complex, working with AG Architects, of Dover. (See complete Town Hall & Library Space Needs Assessment, Town of Durham, NH included in this report)

Stratham and Newington have large meeting rooms for both town business and for use by town residents. Newington restored their historic town hall in 2003, making it ADA complaint. The building is used by town residents for gatherings, such as weddings and birthday parties. In 1979, Newington built a new town hall which has an auditorium with a stage and a commercial kitchen. Town Meetings, public hearings and elections are all held in this room. In addition the room is rented to local businesses and

organizations for meetings and events. Regular Boards meetings are held in the fifty-seat DeRochemont Conference Room.

Services and programs provided to the residents, town hall staff, town budget, debt service and tax rate are all part of the formula of adequate space needs. Space needs and solutions are as unique as each town. Whether renovation, restoration or new construction is the answer, time increases costs.

Rye Town Hall represents the pride of the town; it is the door to the heart of the civic, cultural and historic community and where residents meet their government. As stewards of this Historical Treasure, it is the responsibility of the citizens of Rye to protect the integrity of this building while providing a functional, efficient and comfortable Town Hall.

Respectfully submitted,  
Cynthia L. Gillespie  
Town of Rye  
Finance Director/Assistant Town Administrator

**NEW HAMPSHIRE TOWN HALLS  
DATA SUMMARY  
August 2012**

Criteria for Selection:

Population  
Seacoast

38 Towns Selected  
14 Surveys Returned

	SUBJECT TOWNS	TOWN OF RYE	TOWN OF RYE RATING
AVERAGE POPULATION	6,867	5,298	Rye has the 12th lowest population Lowest population = Newington 753 Highest population = Durham 14,638
AVERAGE EQUALIZED VALUATION (not including utilities)	878,986,627	1,764,869,143	Rye has the 3rd highest equalized valuation 1. York \$4,040,700,000 2. Wolfeboro \$2,053,993,390  38. (lowest) Kingston \$ 637,410,387
AVERAGE TAX RATE	20.23	10.60	Rye has the 4th lowest tax rate 1. New Castle \$ 6.39 2. Newington \$ 8.95 3. York \$ 9.35  38. (highest) Lee \$30.10
AVERAGE AGE OF BUILDING	101	173	Rye has the 6th oldest Town Hall 1. Loudon 222 years old 2. Newport 212 years old 3. York 201 years old 4. North Hampton 197 years old 5. Northfield 192 years old  38. Barrington 7 years old (Leased Building)
TOTAL AVERAGE SQUARE FOOTAGE	6,071	6,975	Rye is 1.15% higher than average Smallest Town Hall = North Hampton @ 2,289 Largest Town Hall = Wolfeboro @ 15,341
AVERAGE NUMBER OF EMPLOYEES (Full Time equivalent)	9	13	Rye is 1.4% higher than average Lowest = Northfield @ 4.5 Highest = York @ 22
AVERAGE SQUARE FOOT PER EMPLOYEE	750	537	Rye has the 5th lowest square foot per employee 1. Actinson 283 Square Foot 2. York 309 Square Foot 3. Conway 361 Square Foot 4. Auburn 393 Square Foot  Highest Square foot per employee = Newington 1,892 Square Foot

**Municipal Town Hall Building  
Survey – 2012**

**Town of Atkinson**

1. **What is the square footage of your Town Hall?** 2,970 square feet
2. **What year was your Town Hall built? Is this the same year it became a Town Hall?**  
1987
3. **Have there been any renovations or restorations? No Approximate dates & costs:**
4. **Is your Town Hall ADA Complaint? (Elevators, ramps, bathrooms, etc.)** Yes
5. **What departments occupy your Town Hall?** Selectmen's office. Town Clerk, Tax Collector, bookkeeper, assessing, planning and zoning, Town Administrator.
6. **What other buildings are used for Town Purposes? (Police Station, Fire Station, Recreation Buildings, etc.)** Police Station, Fire Station, town garage, community center. Family mediation Town owned but leased, Library, Kimball House (Historical Society and museum, various barns, sheds and other out buildings.
7. **What are your hours open to the public?** 8 AM – 4 PM Monday through Friday
8. **How many full-time employees work in your Town Hall?** 3
9. **How many part-time employees work in your Town Hall?** 15 plus various committees (cemetery trustees, etc.)
10. **Does the Town have adequate storage?** We do not have adequate storage in Town Hall and are looking at ways to decrease the amount we need and manage what we have (we are creating a "document retention committee" and strategy. **Are all the records stored in Town Hall or is there additional storage in another building?** There is no "off site" storage at this point although I hope to go electronic and store all (or most) records off site.
11. **Does the Town have adequate public meeting space?** Yes. **Where are your Town Meetings/Deliberative Sessions held?** In the grade school gym. **Where are your elections held?** In the Community center

**Additional thoughts or comments: Town Hall, the Fire Station and the Library are all relatively new buildings. Our Police Station is very old and needs to be replaced – we just replaced the roof and the duct work within the building and that should hold us for now. The Family Mediation building and Community Center need extensive work, both structural and aesthetic. We'll tackle those over the next year or so.**

**Please call or e-mail if I can be of further assistance.**

**Good Luck,  
Bill Innes  
Town Administrator  
362-1060 (O)  
234-0664 (C)  
townadmin@atkinson-nh.gov**

**Municipal Town Hall Building  
Survey – 2012**

**TOWN OF AUBURN – Population 4,953**

1. **What is the Square footage of your Town Hall?** Total square footage – 4,452.  
Effective area – 3,147
  
2. **What year was your Town Hall built? Is this the same year it became a Town Hall?**  
Built in 1836. Has been a barn, a church and a school before it was Town Hall. It became Town Hall in 1951. From 1964 through approximately 1980, the District Court was also in the lower level of the building.
  
3. **Have there been any renovations or restorations?** Yes, major renovation in 2010 to include full re-wiring; full HVAC system; full insulation and energy efficient lights & windows; establishment of file room; enhanced meeting room; pre-wired telephone & computer lines throughout the building; designed for potential expansion in future; installed emergency power generator as part of project; reorganized offices to include all offices on one floor and meeting rooms and support on lower level.  
  

**Approximate Costs:** \$300,000
  
4. **Is your Town Hall ADA Complaint? (Elevators, ramps, bathrooms, etc.)** Yes
  
5. **What departments occupy your Town Hall?** Town Clerk, Tax Collector, Assessing, Building Inspector/Code Enforcement, Planning & Zoning and Selectmen's Office (Finance, Town Administrator, Executive Assistant). These do not account for some elected or appointed officials (i.e. – Town Treasurer, Cemetery Trustees, Supervisors of the Checklist, etc.), who will work from the building as well.
  
6. **What other buildings are used for Town Purposes? (Police Station, Fire Station, Recreation Buildings, etc.)** Safety Complex (combined police & fire); Fire Department Sub-Station; Library; former police & fire garage utilized by Parks & Recreation; Highway Garage.
  
7. **What are your hours open to the public?** Monday through Friday 8:00 AM to 4:30 PM  
Town Clerk and Tax Collector opened Monday evenings until 7 PM.
  
8. **How many full-time employees work in your Town Hall?** Seven full-time
  
9. **How many part-time employees work in your Town Hall?** Two part-time

10. **Does the Town have adequate storage? Are all the records stored in Town Hall or is there additional storage in another building?** Yes. All records are stored in the building. Specific file room and storage areas were created in the 2010 renovations.

11. **Does the Town have adequate public meeting space? Where are your Town Meetings/Deliberative Sessions held? Where are your elections held?** Generally Yes. Most Town boards & commissions use Town Hall Meeting Room, while another meeting room is available at the Safety Complex. Deliberative Sessions and elections are held at the Auburn Village School.

**Additional thoughts or comments:** Auburn officials and residents take pride in their Town Hall building. A proposal was advanced to build a new Town Hall facility adjacent to the Safety Complex in 2000, and was rejected by the voters. The governing board raised funds for the major building renovation over a three-year period (most of it appropriated from the Town's undesignated fund balance), so it had cash to pay for the project. The work focused on the interior of the building, while leaving the exterior unchanged. The renovations leave room for a couple of additional staff members if ever necessary. Eventually, on-site storage could become an issue, but it would with any building.

Whether renovation or new construction is the course of action, it is well worth spending some funds up front to have a professional guide you through what is possible and what is not. In Auburn, we engaged all of the Town Hall staff in the planning process and what was desired for their individual areas. Working with the Town Engineer and an architect, this input was incorporated into the final design & plans for a functional and comfortable Town Hall.

As we were renovating our current space – and the only appropriate way to do that was to tackle the entire building at once, a critical part of the planning process was a temporary location for the Town Hall. We moved our operations to the “Community Meeting Room” at the Safety Complex from approximately 10 months. We used that experience as a means to sort out what was needed for day-to-day operations (that moved with us to the Complex); what would be needed, but not immediately at our finger tips (largely all of our files – those were placed in another building owned by the Town within about 800 of the Safety Complex); and what would not be needed until we moved back in the Town Hall (that went into a storage trailer placed on the Town Hall site). We also used the opportunity to throw out material that was really no longer needed. The temporary location and set-up worked out better than any of us would have imagined – I believe in large part due to advance planning and cooperation by everyone. Key was having our telephone and computer system support vendors in the loop to timely move and set-up systems in concert with our planned moving dates.

With the project we were only closed for two days (a Thursday and Friday) to move out of the Town Hall; and then two-days for moving back into the Town Hall. Both times, we did a mass mailer to all boxholders to advise them of the disruption of services for those dates.

**Municipal Town Hall Building  
Survey – 2012**

**Town of Barrington**

- 1. What is the square footage of your Town Hall? 11,800**
- 2. What year was your Town Hall built? 2005 Is this the same year it became a Town Hall? No, it became Town Hall in 2010**
- 3. Have there been any renovations or restorations? No**  
**Approximate dates & costs:**
- 4. Is your Town Hall ADA Complaint? (Elevators, ramps, bathrooms, etc.)**  
**Yes**
- 5. What departments occupy your Town Hall?**  
**Building Inspection and Code Enforcement, Planning, Tax, Town Clerk, Assessing, Selectmen, Finance, Welfare, Town Administration, and Highway (Road Agent office, there is a separate Highway Garage).**
- 6. What other buildings are used for Town Purposes? (Police Station, Fire Station, Recreation Buildings, etc.)** **Public Safety Building (Fire, Police, Rescue) and Highway Garage/Transfer Station**
- 7. What are your hours open to the public? Monday to Thursday. Hours vary by department.**
- 8. How many full-time employees work in your Town Hall? 8**
- 9. How many part-time employees work in your Town Hall? 8**
- 10. Does the Town have adequate storage? Not in this building. Are all the records stored in Town Hall or is there additional storage in another building? Additional storage elsewhere**
- 11. Does the Town have adequate public meeting space? Not at this building. We use one of the school buildings. Where are your Town Meetings/Deliberative Sessions held? Middle School Where are your elections held? Middle School**

**Municipal Town Hall Building  
Survey – 2012**

**Town of Brentwood**

1. **What is the Square footage of your Town Hall?** 4740 sq. ft
2. **What year was your Town Hall built? Is this the same year it became a Town Hall?**  
1978, yes
3. **Have there been any renovations or restorations?** Addition was built in 2001 to include 3 offices and a conference room.

**Approximate Costs: \$800K**

4. **Is your Town Hall ADA Complaint? (Elevators, ramps, bathrooms, etc.)**  
The town hall is one level. There is no elevator needed but there are ramps available to access the building. Bathrooms include a handicap railing.
5. **What departments occupy your Town Hall?**  
Town Clerk, tax collector, assessing, welfare, selectmen's office, town administrator, planning and zoning, recreation, building inspector, treasurer, and supervisors of the checklist
6. **What other buildings are used for Town Purposes? (Police Station, Fire Station, Recreation Buildings, etc.)** The police department is located in the lower level of the town hall. There is a separate building for the fire station, town shed, community center, library, and historical society.
7. **What are your hours open to the public?**  
Town clerk/tax collector is open M,W,Th 9-4:30, T 9-8, and Friday 8:30-4. They are also open 9-12 on Saturdays except during the summer months.

The assessing office is open M-T 8-4 and F 9-1

8. **How many full-time employees work in your Town Hall?**  
3
9. **How many part-time employees work in your Town Hall?**  
6
10. **Does the Town have adequate storage? Are all the records stored in Town Hall or is there additional storage in another building?**  
Yes, records are stored in the town hall in a climate controlled vault. We also utilize some space in the basement for storage of maintenance equipment.

**11. Does the Town have adequate public meeting space? Where are your Town Meetings/Deliberative Sessions held? Where are your elections held?**

The town office has 2 conference rooms which is fine during the year. Town meeting is held in the swasey school gymnasium as well as the budget hearing. Public hearings throughout the year are typically held at the town office. Elections are held at the community center.

**Additional thoughts or comments:**

**Municipal Town Hall Building  
Survey – 2012**

**Town of Conway**

**1. What is the square footage of your Town Hall?**

5600 sq ft

**2. What year was your Town Hall built? Is this the same year it became a Town Hall?**

Circa 1900. It was originally town hall and district court.

**3. Have there been any renovations or restorations?**

**Approximate dates & costs:**

In the late 90s when the courts moved to a new building. Cost: \$40,00 (much of the work was done in house).

During the past 10 years we have replaced the roof, and siding, insulated basement and sidewalls, and replaced windows, replaced heating system, remodeled interior trim and painted. Also installed sprinkler system and ADA ramp. . Total cost 275,000?

**4. Is your Town Hall ADA Complaint? (Elevators, ramps, bathrooms, etc.)**

Yes – an elevator and ramps were added during the late 90s.

**5. What departments occupy your Town Hall?**

Selectmen/Town Manager, Assessor, Clerk/Tax Collector, General Assistance, Planning and Zoning, Code Enforcement, Finance, Town Engineer/Public Works Director

**6. What other buildings are used for Town Purposes? (Police Station, Fire Station, Recreation Buildings, etc.)**

**7.**

Recreation Center, Police Station, Public works Vehicle Garage, Public Works Service Garage, Workshop, Transfer Station/Solid Waste Center, Library

**8. What are your hours open to the public?**

**9.**

8-5, with evening meetings

**10. How many full-time employees work in your Town Hall?**

14

**11. How many part-time employees work in your Town Hall?**

3

**12. Does the Town have adequate storage? Are all the records stored in Town Hall or is there additional storage in another building?**

**13.**

No, we do not have adequate storage, the attic is filling up and we use space in other buildings.

**14. Does the Town have adequate public meeting space? Where are your Town Meetings/Deliberative Sessions held? Where are your elections held?**

**15.**

We usually have adequate space for most meetings using the former courtroom. Our annual meetings and any that will attract more than 30-40 are held at the High School Auditorium, Elections are held at the Rec Center gym.

**Additional thoughts or comments:**

We have invested around \$300,000 in the building. It is a functional building but we are at capacity for staff space and have exceeded capacity for storage.

**RECEIVED**

JUN 29 2006

**ADMIN. OFFICE  
TOWN OF DURHAM**



Town Hall & Library  
**Space Needs Assessment**  
Town of Durham, NH 03824

July 2006

Sumner Davis Architects Inc.  
959 Islington Street  
Portsmouth, NH 03801





Durham NH Town Hall & Public Library  
Space Needs Assessment

## *Narrative*

### Summary

This Space Needs Assessment has been prepared to determine the space and functional requirements for the Durham Town Hall and Durham Public Library to assess the current and future needs of the Town.

In March 2006 the Durham DPW hired Sumner Davis Architects Inc., of Portsmouth to conduct an analysis of the current and future space needs of the Durham Town Hall. Subsequently, the Town Administrator requested that the study also include an assessment of the space needs of the Durham Public Library. An additional request was made to determine if a new, combined Town Hall/Library facility would fit on the current Town Hall site. The study has used 12,600 as the 20 - 30 year projected Town population on which to base future facility square foot needs.

The design team gathered drawings of existing conditions, interviewed Town employees, walked thru the Town Hall and Public Library, and prepared programs of current and proposed spaces. Proposed library data was gathered from architectural floor plans, previously created in 2002.

After analysis it appears that the Town Hall and Public Library functions can indeed share services; and that the size and configuration of the proposed combined building could be built on a number of different sites, including the Town Hall site. Important data to consider will be how the combined spaces are to be used by both employees and the public, and what room there is to meet future growth.

### Existing Durham Town Hall

The Town Hall has occupied its current location since 1977. The existing layout consists of two adjacent residential buildings connected by a two-story circulation space. Several additions have been added through the years, including expansion to the main Council Meeting Room.

Deficiencies in the building include noncompliance with ADA (handicap accessibility); inadequate stair widths, riser and tread dimensions; and other building and life safety code violations. There is a lack of short term and long term temperature controlled storage space, inadequate filing and workspace, a lack of security for staff, and very inefficient mechanical and HVAC systems. A general deficiency of meeting space is important to note, both for employee use, and for public meetings. Currently, there is excessive circulation space throughout the facility: the connected buildings and their awkward layout of spaces are not appropriate for the long term growth needs of the Town.

### Existing Durham Public Library

The Durham Library currently leases 3,600 sq. feet of space in the Mill Road Plaza, housing a collection of approximately 28,000 volumes. In 2000 a Programmatic Space Needs study was conducted by a library consultant for the Board of Trustees to assist in the planning of a new library facility.

In 2002, the Board of Trustees commissioned a conceptual design for a new library building. The facility was proposed to be located directly behind the existing Town Hall building. We have reviewed the program square footages used in the 2002 design plan and they are presented here as the basis for the Library's portion of this Space Needs Assessment. Note that the Library's preferred design concept is to be located in the conceptual town center as envisioned in Durham's Master Plan.

July 2006



Durham NH Town Hall & Public Library  
Space Needs Assessment

Of special concern are issues of accessibility by children and the ability to hold large public meetings. Further, it is noted that operating expenses are rising every year, with rent accounting for nearly one third of the Library's total operating cost.

Proposed Combined Town Office/Library Facility

The proposed site for a combined facility is the current Town Hall location. The existing Town Hall building will be demolished and the new facility will be approximately 30,740 sq. ft..

The facility will be designed with a common basement of 6,756 net sq. ft., a combined Town Hall/Library first floor of 9,200 sq. ft., a combined Town Hall/Library second floor of 9,200 sq. ft. and a combined Town Hall/Library third floor of 4,720 sq. ft.. The common basement is divided into sections of secured, temperature-controlled storage for use by the Town Hall, several Town committees, the Trustees of Trust Funds, the Library, the Fire Department and the Police Department. Additional common spaces include mechanical rooms, the elevator and elevator machine room, an electrical room, a sprinkler room, egress stairs and circulation corridors.

The central core common to both the Library and Town Hall will be designed on three levels, including a public meeting room, a secondary meeting room, public restrooms, entry vestibules, circulation corridors, a ceremonial main stair, egress stairs, atrium spaces, and an elevator.

The existing site will accommodate the new building footprint and will provide 75 parking spaces with 4 handicapped parking spaces as required by the Town's zoning ordinance.

The Town Hall offices, including Town Clerk, Tax Collector and Business Office are designed to allow for a restricted public point of contact on the first floor, off of the central core. In addition, the library entrance, the public meeting space, and restrooms are off the central core. The Town Council chambers is sub-dividable so separate meetings can occur simultaneously.

The second floor will house the Planning & Zoning Departments, including Code Enforcement, Assessor, and Town Planner. The Library's second floor functions will include children's stacks, crafts, and workrooms, all internally secured with limited public access from the central core.

The third floor would house the Town Administrator and staff, conference rooms, computer functions, and an employee break room. Separately the Library will have two meeting rooms, storage, a staff break room, and the Friends of the Library meeting space.

The proposed Town Hall/Library facility is a functional and efficient way to take advantage of common circulation, shared facilities, and single site utilization. The design will lower site and building construction costs, and help reduce long-term maintenance costs. At a minimum, the design should save approximately 5,000 sq. ft. of duplicated corridors, additional mechanical rooms, an additional elevator and equipment, and the need for two building sites. The building size is intended to meet the projected growth of the Town's population for 30-40 years.

The combined, yet separate functions of the Town Hall, Library, building storage, and mechanical systems work well together. These uses combined as one building with a central core creates friendly pedestrian circulation, efficient communication and information sharing between departments, and an overall efficiency for the common benefit of the Town.



Durham NH Town Hall & Public Library  
Space Needs Assessment

## Square Foot Calculations

### Existing Town Hall

Use	Room Assignment	Square Feet	Comment
<b>BASEMENT</b>			
Storage	Basement A	755 sf	Unsuitable for storage: wet/moldy
Utilities	Boiler Room A	42 sf	Protected construction
Storage	Basement B	780 sf	Unsuitable for storage: wet/moldy
Utilities	Boiler Room B	42 sf	Protected Construction
Utilities	Mechanical Room	80 sf	Older, inefficient equipment
Unoccupied	Crawl Spaces	1,308 sf	Lack of headroom
Circulation	Egress Stairs (2)	72 sf	Code Deficiencies
Net SF		3,079 sf	
<b>FIRST FLOOR</b>			
Entry	Rear Vestibule	32 sf	Not ADA Accessible
Circulation	Main Lobby	550 sf	Low energy efficiency
Circulation	Council Room Lobby	235 sf	Small size, lack of seating
Meeting	Council Meeting Room	756 sf	Seats 50, recently expanded
Toilet	Men's Lobby Toilet	81 sf	Recently renovated; Min. ADA
Toilet	Women's Lobby Toilet	69 sf	Recently renovated
Entry	Vestibule A	34 sf	Not ADA Accessible
Entry	Vestibule B	34 sf	Not ADA Accessible
Office	Copy Room	168 sf	W/ additional workstation
Office	DCAT Control Room	187 sf	Inadequate workstations, cramped
Circulation	Rear Stair	42 sf	Code Deficient
Circulation	Main Stair	42 sf	Code Deficient; Awkward, cramped
Office	Town Clerk Work Area	310 sf	Congested; 4 workstations
Office	Town Clerk Public Counter	49 sf	Narrow, lack of security
Storage	Town Clerk Records	156 sf	Inadequate shelving; small
Office	Town Planner	178 sf	No meeting or filing space
Office	Planning Assistant	216 sf	Not ADA Accessible; no counter
Office	Code Enforcement Officer	126 sf	No plan storage; No mtg. area
Office	Town Assessor	172 sf	Need larger deed filing area
Storage	File Alcove	37 sf	Inadequate space
Net SF		3,474 sf	
<b>SECOND FLOOR</b>			
Circulation	Main Stair	48 sf	Code Deficient; Awkward, cramped
Circulation	Rear Stair	48 sf	Code Deficient
Circulation	Bridge	74 sf	Connecting link; Not ADA Accessible
Atrium	Open To Below	600 sf	Major heat loss
HVAC	Mechanical Room	156 sf	Inefficient equipment & use of space
Office	Business Office Lobby	216 sf	No counter; multi-use w/ files
Office	Business Manager	160 sf	Inadequate; lack of filing
Office	Administrative Assistant	156 sf	Lack of security; no privacy
Office	Financial Analyst	126 sf	Inadequate office size
Office	Waiting	189 sf	Lack of privacy/waiting
Office	Town Administrator	190 sf	Adequate; Min. mtg. Space



Durham NH Town Hall & Public Library  
Space Needs Assessment

<i>Use</i>	<i>Room Assignment</i>	<i>Square Feet</i>	<i>Comment</i>
Toilet	Unisex Toilet	34 sf	Min. size; no privacy
Office	Town Admin Assistant	216 sf	No work counter; Lack of stor.
Office	GIS & MIS	175 sf	Crowded, shared spaces
Office	Server Room/Kitchenette	178 sf	Separation of uses required
Net SF		2,566 sf	
EXISTING TOWN HALL SF		10,304 SF	9,119 Net SF x 1.13 = Total SF



Durham NH Town Hall & Public Library  
Space Needs Assessment

Existing Public Library

<i>Use</i>	<i>Room Assignment</i>	<i>Square Feet</i>	<i>Comment</i>
<b>FIRST FLOOR</b>			
Egress	Shared Front Entry	20 sf	Common Entry W/ Adjacent Store
Circulation	Front Lobby	80 sf	Gathering Space @ Circ. Desk
Office	Circulation Desk	180 sf	Counter & Desk
Collection	Adult Reading	570 sf	Newspapers & Magazines
Circulation	Adult Stacks	440 sf	Shelving
Circulation	Children's Play Area	380 sf	Books & Toys
Circulation	Children's Stacks	325 sf	Shelving
Toilet	Bathroom	60 sf	ADA compliant
Egress	Rear Entrance	120 sf	Hallway
Office	Computer Area	150 sf	Table & Chair
Circulation	Stacks	400 sf	Young Adult
Circulation	Stacks	315 sf	Adult
Office	Copier	10 sf	Shared
Office	Computer Area	<u>150 sf</u>	Table & Chairs
<b>EXISTING PUBLIC LIBRARY GROSS SF</b>		<b>3,616 SF</b>	<b>3,200 Net SF x 1.13</b>



Durham NH Town Hall & Public Library  
Space Needs Assessment

Proposed Town Hall

<i>Use</i>	<i>Room Assignment</i>	<i>Square Feet</i>	<i>Comment</i>
<b>FIRST FLOOR</b>			
Circulation	Lobby/Corridors	160 sf	Dept. Directory; Lg. Town topo map
Circulation	Rear Egress Stair	160 sf	Town Hall use only
Office	Town Clerk Waiting	120 sf	Adequate seating, public counter
Office	Town Clerk Reception Counter	200 sf	Three (3) workstations, security glass
Office	Town Clerk Work Area	280 sf	Two (2) workstations, files
Office	Town Clerk Office	256 sf	Separate office w/ meeting area
Office	Town Clerk File Alcove	80 sf	Secured storage for current use files
Office	Conference Room	168 sf	Table & chairs for six (6)
Office	Tax Collector	144 sf	Separate office w/ desk/workstation
Storage	Records Vault	210 sf	Limited Access
Office	Business Office Waiting	180 sf	Seating for four (4); Counter
Office	Business Manager Office	224 sf	W/ meeting area; File storage
Office	Admin Assistant	180 sf	Secure w/ glass window to public
Office	Financial Analyst	180 sf	File storage; Workstation
Office	Business Office waiting/reception	180 sf	Seating for four (4); Counter
Storage	File Alcove	48 sf	In use documents
Net SF		<u>2,770 sf</u>	
<b>SECOND FLOOR</b>			
Circulation	Lobby/Corridors	360 sf	Drinking Fountain
Circulation	Rear Egress Stair	160 sf	Town Hall use only
Office	Planning/Zoning Waiting	192 sf	Public counter w/ computer stations
Office	Town Planner	256 sf	Includes mtg. area; Plan files
Office	Admin Assistant	280 sf	Workstation, files, bookshelves
Office	File Room	120 sf	Storage for mylar plan files, etc.
Office	Planning Assistant	120 sf	Work area; Files
Office	Conference Room	180 sf	Multi-use meeting space
Office	Code Enforcement	320 sf	Plan review table; Flat files; Shelves
Office	Code Enforcement Asst	150 sf	Desk; Computer workstation
Office	Town Assessor	256 sf	Meeting area; Book shelves; Files
Storage	Assessing Department	84 sf	Current, In-use Town records
Office	Copy Room	256 sf	Office supplies; Layout counter; Mail
Maintenance	Janitor Closet	36 sf	Slop sink; supplies
Net SF		<u>2,770 sf</u>	
<b>THIRD FLOOR</b>			
Circulation	Lobby/Corridors	320 sf	Drinking fountain
Circulation	Rear Egress Stair	160 sf	Town Hall use only
Common	Employee Break Room	180 sf	Kitchenette; Table & chairs
Office	Town Administrator Waiting	100 sf	Public Waiting
Office	Town Administrator	320 sf	Meeting area; Seating; Files
Office	Conference Room	120 sf	Shared, private conference room
Office	Town Administrator Asst.	240 sf	Two (2) desk/workstations, Files
Office	Work Alcove	80 sf	Copy machine, counter
Office	GIS/MIS	180 sf	Two (2) workstations
Net SF		<u>1,700 sf</u>	
<b>PROPOSED TOWN HALL GROSS SF</b>		<b>8,181 SF</b>	<b>7,240 Net SF x 1.13 = Total SF</b>



Durham NH Town Hall & Public Library  
Space Needs Assessment

**Proposed Public Library**

<i>Use</i>	<i>Room Assignment</i>	<i>Square Feet</i>	<i>Comment</i>
<b>FIRST FLOOR</b>			
Collection	Adult Stacks	1400 sf	Shelving, seating area
Conference	Adult Conference Room	256 sf	Seating for 30; Table & chairs
Collection	Young Adult Reading	300 sf	Shelving; Reading areas
Office	Main Circulation Desk	220 sf	Counter @ 2 levels
Office	Work Room	400 sf	Counters, central mail room; Copiers
Office	Director's Office	168 sf	Meeting area w/ table & chairs
Circulation	Egress Stair	160 sf	Library use only
Egress	Corridors	200 sf	Internal to Library
Entry	Vestibule	50 sf	ADA Accessible
Storage	Janitor's Closet	40 sf	Cleaning supplies
Net SF		<u>3,194 sf</u>	
<b>SECOND FLOOR</b>			
Circulation	Corridors	250 sf	Circulation; Information
Toilet	Unisex Toilet	50 sf	ADA; Serves Library
Office	Children's Librarian	180 sf	With meeting area
Storage	Children's Area Storage Room	200 sf	Supplies; Work Area
Storage	Janitor's Closet	11 sf	Mop sink; Equipment
Office	Children's Librarian Desk	252 sf	Circulation; Information
Collection	Children's Stacks	1367 sf	Tables & chairs; Reading alcoves
Office	Crafts	324 sf	Work area
Circulation	Egress Stair	160 sf	Internal to Library
Design Feature	Open To Below	400 sf	Atrium
Net SF		<u>3,194 sf</u>	
<b>THIRD FLOOR</b>			
Toilet	Unisex Toilet	50 sf	ADA
Storage	Storage Room	96 sf	General use
Office	Small Meeting Room	180 sf	OYRA
Office	Computer Server Room	114 sf	Server Equipment; a/c
Circulation	Egress Stair	160 sf	Internal to Library
Circulation	Corridors	200 sf	2 <sup>nd</sup> Means of egress
Storage	Eave Storage	350 sf	Limited headroom
Office	Staff Break Room	220 sf	Kitchenette; Table & chairs
Office	Friends Of The Library	188 sf	Meeting/Work room
Net SF		<u>1,558 sf</u>	
<b>PROPOSED PUBLIC LIBRARY GROSS SF</b>		<b>8,978 SF</b>	7,946 Net SF x 1.13



Durham NH Town Hall & Public Library  
Space Needs Assessment

Proposed Common Spaces

<i>Use</i>	<i>Room Assignment</i>	<i>Square Feet</i>	<i>Comment</i>
<b>BASEMENT</b>			
Storage	Library	1,200 sf	Secured; Climate controlled
Storage	Town Hall	1,200 sf	Separate space for each department
Storage	Trustees Of Trust Funds	250 sf	Secured; Shelving
Storage	Historic District Commission	250 sf	Secured; Flat files; Shelves
Storage	Parks & Recreation Committee	250 sf	Secured; Standing files; Shelves
Storage	Zoning Board Of Adjustment	300 sf	Secured; Files
Storage	DCAT Governance Committee	250 sf	Secured; Files
Storage	Economic Development Committee	250 sf	Secured; Files
Storage	IWM Advisory Committee	250 sf	Secured; Files
Storage	Police Department	450 sf	Secured; Files
Storage	Fire Department	450 sf	Secured; Files
Utilities	Elevator	64 sf	2500#
Utilities	Elevator Machine Room	64 sf	Adjacent to elevator
Utilities	Mechanical Room	550 sf	Serves entire facility
Utilities	Sprinkler Room	48 sf	Fire protection
Utilities	Electric Room	160 sf	Main panel; Telephone; Data
Circulation	Corridors	450 sf	Unfinished
Circulation	Egress Stairs (2)	<u>320 sf</u>	Library side
Total Net SF		6,756 sf	
<b>FIRST FLOOR</b>			
Circulation	Entry Vestibule	50 sf	From parking lot
Circulation	Main Lobby	200 sf	Topo Map display; Directories
Circulation	Corridors/Gallery	240 sf	Access to Library & Town Hall
Circulation	Main Stair	220 sf	Serves Library & Town Hall
Circulation	Elevator	64 sf	ADA Accessible
Meeting	Common Meeting Room	880 sf	Sub-dividable
Storage	Janitor's Closet	40 sf	Equipment; Supplies
Toilet	Men's Toilets	240 sf	ADA Accessible
Toilet	Women's Toilets	<u>240 sf</u>	ADA Accessible
Net SF		2,174 sf	
<b>SECOND FLOOR</b>			
Circulation	Lobby	300 sf	Directories
Circulation	Corridors	350 sf	Display
Circulation	Elevator	64 sf	ADA Accessible
Circulation	Main Stair	220 sf	Serves Library & Town Hall
Toilet	Men's Toilets	240 sf	ADA Accessible
Toilet	Women's Toilets	240 sf	ADA Accessible
Office	Conference Room	300 sf	Shared uses
Office	DCAT Control Room	240 sf	Workstations; Equipment
Storage	Janitor's Closet	40 sf	Supplies
Storage	Utility Room	<u>180 sf</u>	Equipment
Net SF		2,174 sf	
<b>THIRD FLOOR</b>			
Circulation	Lobby	300 sf	Directories
Circulation	Corridors	350 sf	Display
Circulation	Elevator	64 sf	ADA Accessible
Office	Computer Server Room	<u>200 sf</u>	Common To Building
Net SF		914 sf	
<b>PROPOSED COMMON SPACES GROSS SF</b>		<b>13,580 SF</b>	<b>12,018 Net SF x 1.13</b>



Durham NH Town Hall & Public Library  
Space Needs Assessment

### Summary of Square Footages

Existing Town Hall	10,304 SF
Existing Public Library	3,616 SF
<b>Town Hall &amp; Public Library - Combined Facility</b>	
Proposed Town Hall	8,181 SF
Proposed Public Library	8,978 SF
Proposed Common Spaces	<u>13,580 SF</u>
Total Combined Facility	30,739 SF

### Additional Building Options

<b>New Town Hall Facility</b> Stand-Alone Facility Without Basement Space For Other Town Departments	13,950 SF
<b>New Public Library Facility</b> Stand-Alone Facility Without Basement Space For Other Town Departments	14,730 SF

**Municipal Town Hall Building  
Survey – 2012**

**Town of Kingston**

1. **What is the square footage of your Town Hall?** 6,160 s.f. of useable area.
2. **What year was your Town Hall built? Is this the same year it became a Town Hall?** 1929. It started out as a combination Town Hall and Garage for storage of Fire Trucks. It also was a playhouse for local theatrical productions.
3. **Have there been any renovations or restorations?**

**Approximate dates & costs:** The lower level of our Town Hall (which used to be garage and storage area) was renovated into office space during the 1960's. The offices were further renovated in 2007-08 at a cost of approximately \$100,000.00.

4. **Is your Town Hall ADA Complaint? (Elevators, ramps, bathrooms, etc.)**  
The lower level is ADA Compliant, and there is an elevator between the first floor and second.
5. **What departments occupy your Town Hall?**  
Selectmen, Town Clerk-Tax Collector, Inspection Services, Human Services, Planning Board, and Health.
6. **What other buildings are used for Town Purposes? (Police Station, Fire Station, Recreation Buildings, etc.)** We have a community library, Police Station, Firestation (and one satellite station house), Highway Garage, and Community Recreation Building.
7. **What are your hours open to the public?** 8:30 am – 4:00 pm M-F; Mon and Tues evenings from 6:30-8:30.
8. **How many full-time employees work in your Town Hall?**  
4
9. **How many part-time employees work in your Town Hall?**  
5
10. **Does the Town have adequate storage? Are all the records stored in Town Hall or is there additional storage in another building?** At present, most records are at the Town Hall, but any older building, not now used for any municipal offices, serves as storage space for some old records not needing to be readily accessible.
11. **Does the Town have adequate public meeting space? Where are your Town Meetings/Deliberative Sessions held? Where are your elections held?** There is ample public meeting space. There are meeting rooms available at the High School, Town Hall, Library, Fire Station and Police Station. Our Deliberative Sessions are held at the Town Hall, and all other elections are held at the former High School's auditorium.

To Cyndi Gillespie

Municipal Town Hall Building  
Survey - 2012

763,000  
ince 2000

1. What is the Square footage of your Town Hall? 10,407 sq ft 1 Floor

2. What year was your Town Hall built? Is this the same year it became a Town Hall?

1979 YES

3. Have there been any renovations or restorations? Rugs, Painting, Floor Re Finish, Carpet Replacemnt, WINDOW Replacemnt. Misc upkeep, Roof, Chimney Removal

Approximate Costs: Storage addition, Heating, & Air Cond Replacemnt - Addition of lg Generator, Insulation Revamp - Built TCoil OFC IN Lobby, Misc upkeep - update of Auditorium, Curtain for stage - ADA Bathroom update

4. Is your Town Hall ADA Compliant? (Elevators, ramps, bathrooms, etc.)

YES - we still need to Address OUR Thresholds on Entry ways

5. What departments occupy your Town Hall?

Tax, Clerk, Assessing, TRES, Planning, Bldg Insp/Code Enf., Selectmen's OFC Reception,

6. What other buildings are used for Town Purposes? (Police Station, Fire Station, Recreation Buildings, etc.)

Police, Fire, Library, old Town Hall, Carriage House (Misc Storage) H/w Garage, old Parsonage,

7. What are your hours open to the public?

9 - 4:30

TC/TC is TUES-THURS 10-3

Bldg insp - M-THURS 8-4

8. How many full-time employees work in your Town Hall?

4

9. How many part-time employees work in your Town Hall?

3

10. Does the Town have adequate storage? Are all the records stored in Town Hall or is there additional storage in another building? - we built Storage Addn 2 yrs ago for 'Paper' records - EQUIPMT is @ H/w or Carriage House

ie Snowblowers, etc

11. Does the Town have adequate public meeting space? Where are your Town Meetings/Deliberative Sessions held? Where are your elections held?

YES - we had adequate Public Meeting space - T. Meeting and Elections are in OUR Auditorium (w stage) & Commercial Kitchen

Additional thoughts or comments:

964-1516

From  
Newington

Municipal Town Hall Bui  
Survey - 2012



SECRETARY TO SELECT BOAR

Pamela P. Cullen

(603) 431-6710  
Fax: 433-6198  
ncppcullen@comcast.net

Town  
49 Main  
New Castle, NH 03854  
www.newcastlenh.co

1. What is the square footage of your Town Hall?  
*See attached paperwork*
2. What year was your Town Hall built? Is this the same year it became a Town Hall?  
*1900*

3. Have there been any renovations or restorations?

*Only basic maintenance*  
Approximate dates & costs:

*Interior painting - new Carpet 2005*

4. Is your Town Hall ADA Complaint? (Elevators, ramps, bathrooms, etc.)

*Somewhat*

5. What departments occupy your Town Hall?

*Tax Collection, Select Board offices, Bldg. Inspector  
Town Clerk, Treasurer, accountant, welfare*

6. What other buildings are used for Town Purposes? (Police Station, Fire Station, Recreation Buildings, etc.)

*Municipal Safety Complex (Fire + Police)  
Recreational Bldg - includes library*

7. What are your hours open to the public?

*Mon, Wed, Thurs, Fri. 8AM to 2PM*

8. How many full-time employees work in your Town Hall?

*2*

9. How many part-time employees work in your Town Hall?

*7+*

10. Does the Town have adequate storage? Are all the records stored in Town Hall or is there additional storage in another building?

*Not enough adequate storage space & all records  
are housed @ Town Hall except police + fire.*

11. Does the Town have adequate public meeting space? Where are your Town Meetings/Deliberative Sessions held? Where are your elections held?

*Town meetings are held at a separate  
building as well as our elections. The Town  
Hall does have a small conference room +*

Additional thoughts or comments:

*We are in the process  
of renovating our town hall + space needs*

**Municipal Town Hall Building  
Survey – 2012**

**Town of Newmarket**

1. What is the Square footage of your Town Hall? 3,725 sq feet
2. What year was your Town Hall built? Is this the same year it became a Town Hall?  
Town Hall was built and became the town hall in 1929
3. Have there been any renovations or restorations? Yes

Approximate Costs: Renovated downstairs basement for Police Dept and town office in 1992 at a cost of \$15,000

4. Is your Town Hall ADA Complaint? (Elevators, ramps, bathrooms, etc.)  
Yes
5. What departments occupy your Town Hall?  
Town Clerk/Tax Collector, Police Dept, Planning Board, Building Inspector and Selectmen
6. What other buildings are used for Town Purposes? (Police Station, Fire Station, Recreation Buildings, etc.) None

7. What are your hours open to the public?

Monday –Friday 8:30-2:30 and Tuesday evenings 6-8pm

8. How many full-time employees work in your Town Hall?  
5 full time
9. How many part-time employees work in your Town Hall?  
2 part time

10. Does the Town have adequate storage? Are all the records stored in Town Hall or is there additional storage in another building?  
Yes, we have adequate storage and there are no other storage facilities

11. Does the Town have adequate public meeting space? Where are your Town Meetings/Deliberative Sessions held? Where are your elections held?  
Yes, We hold our elections and deliberative session upstairs in the town hall. The downstairs are the offices with a meeting room for Selectmen.

Additional thoughts or comments:

**Municipal Town Hall Building  
Survey – 2012**

**Town of Northfield**

1. What is the square footage of your Town Hall?

4,546 sq. ft.

2. What year was your Town Hall built? Is this the same year it became a Town Hall?

Built in the 1820's, became town hall in the 1860's

3. Have there been any renovations or restorations?

Yes

Approximate dates & costs:

Best I can tell you is that many decades ago an office wing was added for the town clerk and welfare people. Until that time 'town hall' consisted only of the main meeting hall.

In 1978 the building suffered significant interior damage due to fire. Many town records were lost and the interior of the main meeting hall and its basement needed to be completely renovated.

4. Is your Town Hall ADA Complaint? (Elevators, ramps, bathrooms, etc.)

yes

5. What departments occupy your Town Hall?

Town Clerk/Tax Collector  
Town Administrator  
Welfare  
Assessing  
Building/Code Enforcement

6. What other buildings are used for Town Purposes? (Police Station, Fire Station, Recreation Buildings, etc.)

We have separate buildings for Police, Fire, Recreation/Community Center, Highway, Transfer Station.

**7. What are your hours open to the public?**

**8:30am – 5:00 pm Monday – Friday, Clerk’s office open until 7pm on Tuesdays**

**8. How many full-time employees work in your Town Hall?**

**Three**

**9. How many part-time employees work in your Town Hall?**

**Three**

**10. Does the Town have adequate storage? Are all the records stored in Town Hall or is there additional storage in another building?**

**Record storage is barely adequate, all records are stored in town hall**

**11. Does the Town have adequate public meeting space? Where are your Town Meetings/Deliberative Sessions held? Where are your elections held?**

**Yes – town meetings and elections are held in the community center because of both space issues and parking issues.**

**Additional thoughts or comments:**

**Municipal Town Hall Building  
Survey – 2012**

Town of Sandown NH

1. **What is the square footage of your Town Hall?**

Approximately 6500 sf

2. **What year was your Town Hall built? Is this the same year it became a Town Hall?**

1929 with an addition in 1990

3. **Have there been any renovations or restorations?**

Approximate dates & costs: addition in 1990 for Selectmen and Town Clerk's Office

4. **Is your Town Hall ADA Complaint? (Elevators, ramps, bathrooms, etc.)**

Not entirely but we are in the process of adding a handicap accessible restroom to our upper level and that will make us ADA compliant

5. **What departments occupy your Town Hall?**

Town Clerk/Tax Collector, Selectmen, Building/Code Enforcement/Health, Assessing, Planning/Zoning, Cable TV

6. **What other buildings are used for Town Purposes? (Police Station, Fire Station, Recreation Buildings, etc.)**

Police/Fire Complex, Fire Substation, Recreation Building, Highway Garage, Transfer Station,

7. **What are your hours open to the public?**

Monday 8:00 am – noon 1:00 pm – 7:00 pm

Tues/Wed/Thurs 8:00 am – 4:00 pm

8. **How many full-time employees work in your Town Hall?**

5

9. **How many part-time employees work in your Town Hall?**

5

10. **Does the Town have adequate storage? Are all the records stored in Town Hall or is there additional storage in another building?**

Storage is always an issue – more is needed but currently everything is stored on-site

11. **Does the Town have adequate public meeting space? Where are your Town Meetings/Deliberative Sessions held? Where are your elections held?**

Meeting space is barely adequate at this time – both Deliberative Session and Town Elections are held at the Town Hall

**Municipal Town Hall Building  
Survey – 2012**

**Town of Stratham**

**1. What is the square footage of your Town Hall?**

Area = 22,673, Effective Area = 22,247

**2. What year was your Town Hall built? Is this the same year it became a Town Hall?**

Our Municipal Center was original a school. The school was built in 1970 and then converted to the Town Hall in the early 1990's.

**3. Have there been any renovations or restorations?**

Yes. Most recently in 2012 involving the replacement of all windows and completion of the installation of insulation. The total cost for this project was approximately \$99,000.

Prior to this, the Municipal Center underwent a more substantial renovation in 2008-2009. The renovation took place over the course of almost three years at a cost estimated between \$600,000-\$900,000.

**4. Is your Town Hall ADA Complaint? (Elevators, ramps, bathrooms, etc.)**

Yes. We have an outside ramp, bathroom, parking. No elevator as we are just one floor.

**5. What departments occupy your Town Hall?**

Town Administration, Selectmen, Assessing, Building, Planning, Parks & Rec., Town Clerk, Library.

**6. What other buildings are used for Town Purposes? (Police Station, Fire Station, Recreation Buildings, etc.)**

Separate police station, separate fire station, old library is now Historical Society building, separate highway garage.

**7. What are your hours open to the public?**

8:30am-4:00pm (Town Clerk is staggered hours: M 8:30am-7:00pm, T W TH 8:30am-4:00pm, F 8:00am-12:30pm)

**8. How many full-time employees work in your Town Hall?**

11

**9. How many part-time employees work in your Town Hall?**

3

**10. Does the Town have adequate storage? Are all the records stored in Town Hall or is there additional storage in another building?**

Getting a bit tight, we do not have additional storage anywhere. We have a vault in Town Clerk's office and separate small room for all hard copy minutes, Trustees of the Trust Funds, Treasurer, and A/P files.

**11. Does the Town have adequate public meeting space? Where are your Town Meetings/Deliberative Sessions held? Where are your elections held?**

Yes. We have a very large Community room that holds about 150 people comfortably, which we rent out to residents to hold birthday parties, condo association meetings, etc. We also use this large room for our elections. We have a small conference room for about 10 people for our smaller committees, and a large hearing room where the larger Boards and Committees meet (Selectmen, Conservation, Planning). For Town Meeting, we use our elementary school.

**Additional thoughts or comments:**

**Municipal Town Hall Building  
Survey – 2012  
Town of York, Maine**

1. **What is the Square footage of your Town Hall? 6800 s.f.**
2. **What year was your Town Hall built? Is this the same year it became a Town Hall?**  
1811, yes
3. **Have there been any renovations or restorations? Many over the years**  
  
**Approximate Costs: ?**
4. **Is your Town Hall ADA Complaint? (Elevators, ramps, bathrooms, etc.)**  
Entrance and bathrooms are but no elevator.
5. **What departments occupy your Town Hall? Community Development (Code & Planning), Town Clerk and Tax Collector, Assessing, GIS, Finance, Town Manager and HR.**
6. **What other buildings are used for Town Purposes? (Police Station, Fire Station, Recreation Buildings, etc.)** Police station, Two fire stations, DPW Office/Garage, Parks and Recreation Office
7. **What are your hours open to the public? 8:00-4:30 M-F**
8. **How many full-time employees work in your Town Hall? 22**
9. **How many part-time employees work in your Town Hall? 0**
10. **Does the Town have adequate storage? No. Are all the records stored in Town Hall or is there additional storage in another building? We have a storage garage off our parking lot and we also use an off-site storage service.**
11. **Does the Town have adequate public meeting space? Where are your Town Meetings/Deliberative Sessions held? Where are your elections held? We have a small conference room at town hall but our board meetings are held in the library.**

**Additional thoughts or comments:** We tried twice to get voter approval for a new town hall but the ballot item was defeated both times.