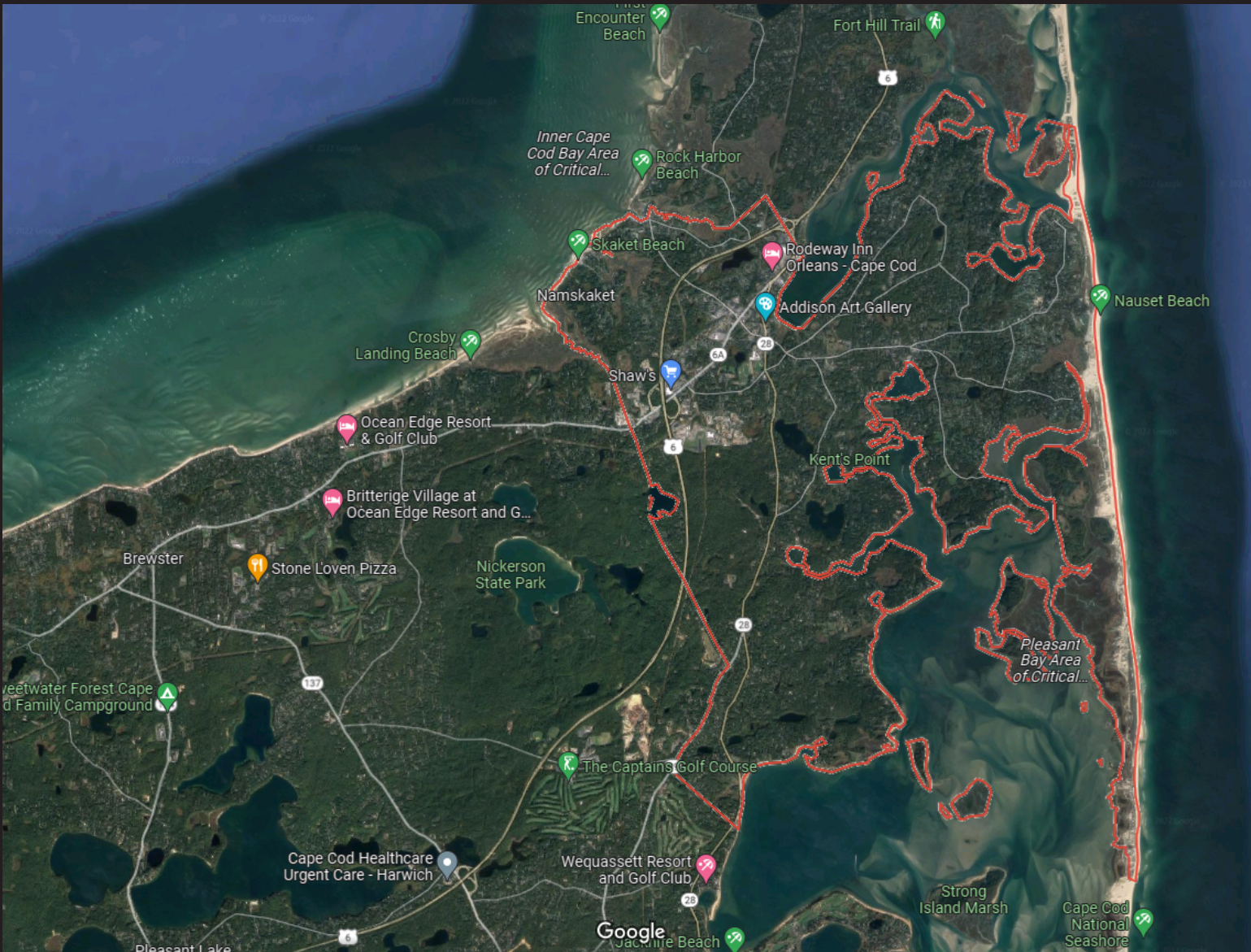




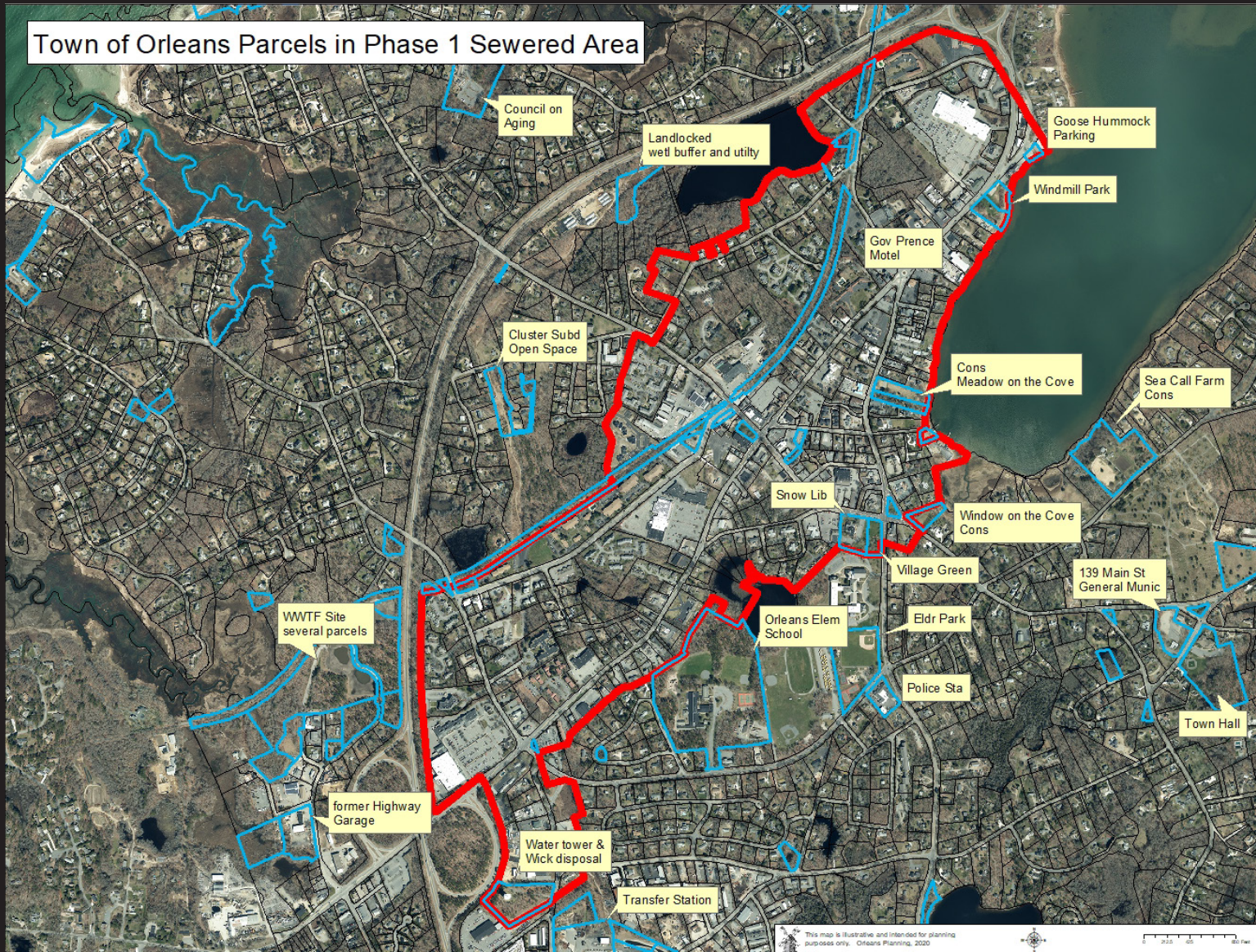
**ORLEANS COMMUNITY CENTER STUDY
INTRODUCTORY MEETING**

FEBRUARY 24, 2022

OVERALL AERIAL VIEW OF ORLEANS



TOWN CENTER AREA AERIAL VIEW OF ORLEANS



ORLEANS EXISTING PUBLIC SPACES

2/24/2022

Facilities Around Orleans

	Name	Address	Team Rep	Team Rep E-mail	Facility Contact	Title	Contact Info
Town Owned	COA	150 Rock Harbor Rd.	Keith Campbell	h.kc@me.com	Judi Wilson	Exec Director	(508) 255-6333 X12
	Snow Library	67 Main St.	Jamie Bailiett	Jamie.balliett@gmail.com	Tavi Prugno	Director	(508) 240-3760, ext. 17
	Old Fire House	44 Main St.	Bonnie Runyon	vetiverandgrace@gmail.com			
	Elementary School (OES)	46 Eldridge Park Way	Tracy Murphy	tracymurphy185@gmail.com	Elaine Pender	Principal	(508) 255-0380 - Central
	Regional Middle School (NRMS)	70 MA Rte. 28	Steve Kaser	stevekaser@comcast.net	Keith Kenyon	Principal	(508) 255-0016 - Central
	Police Station (conference room)	99 Eldridge Park Way			Front Desk	N/A	(508) 255-0117
	DPW (conference room)	40 Giddiah Hill Rd.			Front Desk	N/A	(508) 240-3790
	Recreation Facilities (outdoors)	Eldridge Park Way - mostly	Kyle Wibby	kyle.wibby@gmail.com	Alan Harrison	Recreation Director	(508) 240-3790 x 3104
	Town Offices	19 School Street	N/A	N/A	Molly Bates	Town Clerk	mbates@town.orleans.ma.us
Private	Cultural and Historical Society	3 River Rd.	N/A	N/A	Jay Stradal	Chair	jaystradal@verizon.net
	Orleans Playhouse	120 Main St.	N/A	N/A			
	Yacht Club	39 Cove Rd.	N/A	N/A			
	Odd Fellows Hall	2 Namskaket Rd.	N/A	N/A			(508) 556-7660
	Charles Moore Skating Arena	23 O'Connor Rd.	N/A	N/A			(508) 255-5902
	Church of the Holy Spirit	204 Monument Rd	N/A	N/A			(508) 255-0433
	Federated Church of Orleans	160 Main St.	N/A	N/A			(508) 255-3060
	Orleans United Methodist Church	73 Main St.	N/A	N/A			(508) 255-0622
	St. Joan of Arc Church	61 Canal St.	N/A	N/A			(508) 255-0170
The Church of the Transfiguration	5 Bay View Rd.	N/A	N/A			(508) 255-1094	

ORLEANS SENIOR CENTER ACTIVITIES

Orleans Senior Center Activities

Based on January/February 2022 "Tidings" newsletter

Activity Description	Organization	Type	Room***	Age Group	Days	Start	Stop	Days/Wk*	Hr/Wk	HOUR TOTALS	Attendance	Room Capacity	% of Room Capacity	Room Size (Sq. Foot)	
Administration	Council on Aging		Offices		M-F	8:00 AM	5:00 PM	5	45.0	45					
Legal assistance counseling	Council on Aging			Senior	Appt					?					
Health insurance counseling	Council on Aging	1 on 1		Senior	Appt										
Technology lectures	Council on Aging	Class		Senior	Sat	10:00 AM	11:00 AM	0.25	0.3	21					
Mac Users Group	Council on Aging	Class		Senior	W	2:00 PM	4:00 PM	0.25	0.5						
Painting classes	Council on Aging	Class		Senior	M	1:30 PM	4:15 PM	1	2.8						
Fitness classes (5 offerings, 2x/wk.)	Council on Aging	Class		Senior	M-F	8:30 AM	12:00 PM	5	17.5						
Board and card games	Council on Aging	Club		Senior	M	1:30 PM	4:00 PM	1	2.5	10					
Mah Jongg	Council on Aging	Club		Senior	F	1:30 PM	3:30 PM	1	2.0						
Art club	Council on Aging	Club		Senior	F	1:30 PM	4:00 PM	1	2.5						
Knitting group	Council on Aging	Club		Senior	M	1:30 PM	3:30 PM	1	2.0						
Book club	Council on Aging	Club		Senior	F	10:00 AM	12:00 PM	0.5	1.0						
Adult daycare, including meals	Council on Aging	Daycare			M-F	9:30 AM	2:30 PM	5	25.0	25					
Lunch**	Council on Aging	Meal		Senior	M & F	11:45 AM	1:45 PM	1	2.0	2					
Movies**	Council on Aging	Meeting		Senior	Th	1:00 PM	5:30 PM	0.25	1.1	1					
Misc special events and lectures	Council on Aging	Misc		Senior	M-F	TBD	TBD	TBD		??					
General socializing and lounging	Council on Aging	Misc		Senior						??					
Orleans Citizens Forum events**	OCF	Meeting		Adults	M-F	2:00 PM	6:00 PM	0.25	1.0	1					
Voting	Town of Orleans	Misc		Adults	N/A										

* Monthly activities are listed as 0.25 days per week; bi-weekly 0.50 days per week

** Hours include room set-up and break-down

*** Will want to obtain critical information on each room (dimensions, no. of spaces /chairs . . . Etc.)

**** Would like to calculate weekly hours for each room.

ORLEANS FACILITY CURRENT USAGE QUESTIONNAIRE

The Community Center Feasibility Task Force is charged by the Orleans Select Board to develop recommendations on the needs, scale, design concepts and possible locations for a community center.

The first step in meeting our charge is to consider existing facilities; what programming they provide and want to provide, and what space they have available to meet current and future needs. Toward this end, members of the task force are meeting with leaders of the various facilities and organizations to obtain their input. We are interested in a historical perspective, recent developments, and current status of each facility.

Facility: _____ Date: _____

Interviewer: _____ Interviewee: _____

Title: _____

Is your facility public or privately owned? Public Private

How many people does your facility serve? _____

What organizations use your space?

How is use of the facility coordinated?

Do you have a building coordinator? Yes No

Paid Volunteer

What is the age of your facility and when was it most recently renovated?

Year built: _____ Year most recently renovated? _____

Comments:

Plans?

Does the facility have any code issues or constraints (accessibility, building code . . etc)?

What is your square footage (building and/or physical lot) and how many rooms do you have?

Total building SqFt: _____

SqFt used for community activities: _____

Total number of rooms: _____

Number of rooms for community: _____

Total lot size: _____

Active outdoor programming SqFt. _____

List all rooms and spaces used for community activities:

Room Description/Function _____

Square Footage _____

Capacity _____

How many parking spaces do you have? _____

Any others nearby? Street parking . . . etc.

What percentage of available programming time is being used? _

What percentage of your available space is used?

Overall: _____

At peak times: _____

What is your annual budget and how many employees do you have?

Annual budget: _____

Part time paid employees: _____

Full time paid employees: _____

Do you have volunteers provide professional service?

Yes No

Do the organizations that use the space pay to use it?

Yes No

If so, what is the fee structure?

How much do you collect annually? \$ _____

Do you require town subsidies to operate? Yes No

Annual subsidy: _____

In the last five years, has your budget and staff to support community activities grown or shrunk? Explain.

Are you looking to add programming from any new organizations?

Are there specific parts of your facility that are currently or have previously been overloaded with community activities? Explain.

Are there similar facilities in other towns that have features that you like?

Additional Comments:

ORLEANS COMMUNITY ORGANIZATION AND PROGRAM QUESTIONNAIRE

The Community Center Feasibility Task Force is charged by the Orleans Select Board to develop recommendations on the needs, scale, design concepts, and possible locations for a community center in Orleans.

The first step in meeting our charge is to consider existing facilities; what programming they provide and want to provide, and what space they have available to meet current and future needs. Toward this end, members of the task force are meeting with leaders of the various facilities and organizations to obtain their input.

We are interested in a historical perspective, recent developments, and current status of each organization.

Organization: _____

Date: _____

Interviewer: _____ **Interviewee:** _____
Title: _____

What is the mission / purpose of your organization?

For each program, who is the target audience?

What demographic do you serve?

How many people do you serve? _____

What buildings does your organization use?

What activities do you conduct in each of these buildings?

Within these buildings which rooms and facilities do you use for these activities?

LATER ? → Attach the separate detailed activities table with a schedule of activities and services. For each, provide:

Description, demographic, meeting days & time, attendance, room used, room size (W x D), room capacity.

Can you picture your organization sharing these facilities with other community organizations? Explain.

For each program, could attendance be expanded and, if not, what is getting in the way?

Do you have plans to grow?

Do the facilities meet your needs?

What could you do with more/different facilities?

Have you seen buildings or facilities in other towns that have features that you like?

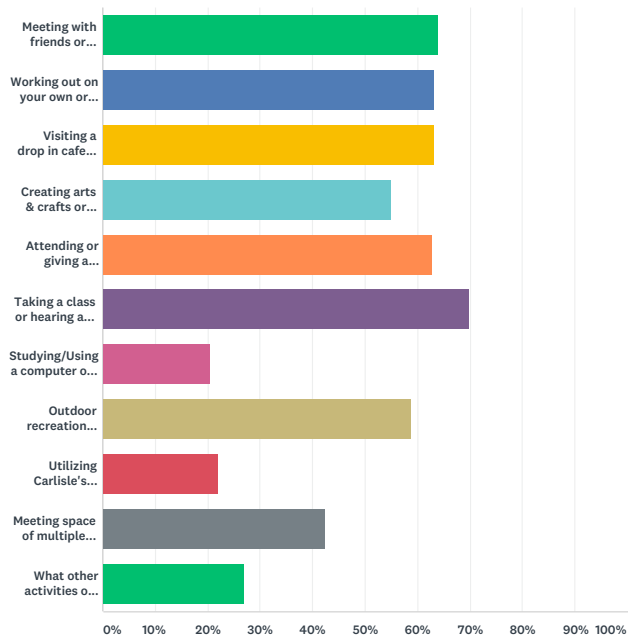
What are the key things you would like to see in a Community Center?

Other Observations or Comments?

CARLISLE, MA: ON-LINE NEEDS ASSESSMENT SURVEY

Q1 What would inspire you and/or your family to use or participate in activities at the Carlisle Community Center? (Please Select All that Apply)

Answered: 245 Skipped: 14



ANSWER CHOICES	RESPONSES
Meeting with friends or general socializing	64.08% 157
Working out on your own or participating in an exercise class	63.27% 155
Visiting a drop in cafe, having lunch, or attending a catered event	63.27% 155
Creating arts & crafts or participating in other innovative indoor recreation programs	55.10% 135
Attending or giving a music/cultural performance inside or outside of the building	62.86% 154
Taking a class or hearing a lecture	69.80% 171
Studying/Using a computer or other technology for homework, or just spending some quiet time in a reading room	20.41% 50
Outdoor recreation programs such as summertime swimming or other seasonal sports or activities	58.78% 144

Utilizing Carlisle's social service resources from the COA, Board of Health, Veterans Agent, or other community based service for assistance or referral for you or someone that you care about	22.04%	54
Meeting space of multiple sizes for training, Town or other interest group needs, even possible rentals	42.45%	104
What other activities or resources would you wish to see at your Carlisle Community Center? (please specify)	26.94%	66
Total Respondents: 245		

#	WHAT OTHER ACTIVITIES OR RESOURCES WOULD YOU WISH TO SEE AT YOUR CARLISLE COMMUNITY CENTER? (PLEASE SPECIFY)	DATE
1	Youth organized social activities for Middle Schoolers - alternatives to Ferns and the Library hanging out.	10/1/2019 8:01 AM
2	Don't see myself using a new place. I like the existing venues.	9/29/2019 2:51 PM
3	More parking for COA events.	9/26/2019 4:38 AM
4	I think this type of facility is needed in our town	9/25/2019 5:01 PM
5	Bridge Games	9/24/2019 3:09 PM
6	Theater class for children	9/24/2019 4:40 AM
7	I would most utilize a pool --- not lane swimming -- but with Burdenko or an aqua exercise class. I am happy to have the pool, but would like to see it able to be used year round. I found the management of Beede to be less than desirable: private club fees, hard to use facilities due to PT schedule -- committed use overall most of the time.	9/23/2019 12:30 PM
8	affordable housing; energy net zero; electric car charging station; basketball court	9/23/2019 12:26 PM
9	Children's after school place/space.	9/23/2019 6:11 AM
10	Yoga, pilates, a work out area, knitting or other crafts	9/22/2019 10:43 AM
11	Small banquet hall and indoor play area for children	9/21/2019 5:40 PM
12	After school activities for kids - game room, computer room, outside courts,.	9/21/2019 4:05 PM
13	Many of those activities are already available elsewhere nearby	9/21/2019 1:58 PM
14	A place to hang out with friends, where the kids could also have fun and run around	9/21/2019 9:47 AM
15	Coworking space for the seemingly large population of people in town who work remotely or run their own business from a home office.	9/21/2019 6:15 AM
16	Since no space, I'll use this. Last question on support for funding depends on what is final proposal. No swimming pool. Kids already consume a large part of the town budget and recreation budget, so minimal space and funding children items. I support space for 30-90 year old adult activities, such as COA bridge, or even low cost space rentals of certain rooms with card tables/chairs readily available. A refrigerator/microwave/sink would be nice.	9/21/2019 6:13 AM
17	To take the pressure off the library as a recreation place for middle schoolers. Instead of using the library after school to play tag, hide and seek, climb on furniture, eat and leave wrappers on the furniture and floor, make out in the corners, or stand 3 deep in front of the computers watching video games and shouting, they could do this at the recreation space.	9/21/2019 4:45 AM
18	Splash pad and playground	9/21/2019 3:03 AM
19	Indoor swimming pool, fitness center.	9/20/2019 7:31 PM
20	A kitchen for cooking large quantities of food or teaching, and possibly a small stage for performances.	9/20/2019 5:27 PM
21	Double votes for a place to swim in the summer, for both kids and adults.	9/20/2019 4:31 PM
22	Kids programs like a children's play group, other kids programs that currently use the brick building	9/20/2019 3:49 PM
23	pool	9/20/2019 3:09 PM
24	Swimming Pool	9/20/2019 1:57 PM
25	Be able to rent a room to have a private party	9/20/2019 1:48 PM

AYER, MA: - COMMUNITY MEETING NEEDS ASSESSMENT ACTIVITY

Post-it Note Activity Instructions:

1. We are passing out pens and a board with sticky notes stacked up in 5 colors.
2. Each color sticky note represents one question, projected on the following slides.
3. Please provide one answer for each sticky note. Questions 3 & 4 may be answered twice- two sticky notes of that color are provided.
4. Once you have written your answer to the question, and prior to answering the next question please pass your sticky note to the person collecting them.
5. Hold on to your pen & cardboard backing for the later survey.
6. Once all answers are received and displayed we will discuss our findings.

AYER: MA: COMMUNITY MEETING PROGRAM OPTIONS SURVEY & DISCUSSION



COMMUNITY LIVING ROOM / LOUNGE



FLEXIBLE EVENT SPACE



EVENT KITCHEN / COOKING CLASSES



YOGA / DANCE / FITNESS CLASSES



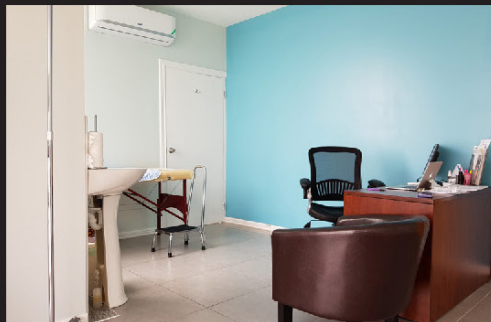
CARDIO & WEIGHT MACHINES



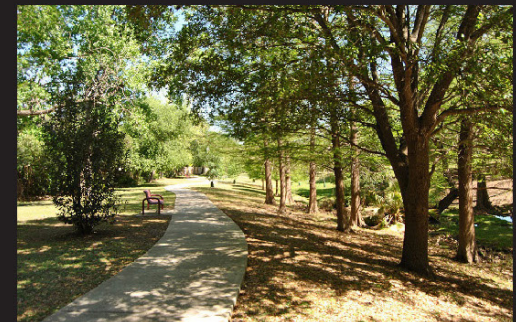
GAME ROOM



BOOK, KNITTING, SOCIAL CLUBS



WELLNESS ROOM



WALKING PATHS

COMMUNITY CENTER PROGRAM / SIZE OPTIONS

Community Centers come in many sizes and configurations based on the services they offer. Here are rough guidelines based on other Towns' programs.

COMMUNITY CENTER / SENIOR CENTER

Offices	400
Wellness	150
Kitchen	300
Lunch area/café	500
Lobby/Lounge	500
Activity Area 1	500
Activity Area 2	1,000
Activity Area 3	1,000
Activity Area 4	1,500
Bathrooms	200
Storage	200
Mechanical	150
Circulation	600
Total:	10,000 SF

CENTER FOR ACTIVE LIVING

Activity Area 4	
Activity Area 5	
Enlarged Lunch/café	
Enlarged Circulation, Lobby	
Enlarged Service Spaces	
Total (added 3,000 SF)	13,000 SF

COMMUNITY CENTER

Great Room/Meeting Hall	3,200SF
Children's Play Area	200
Enlarged kitchen	150 SF
Enlarged Service Spaces	500 SF
Enlarged Circulation	300
Total (added 5,000 SF)	18,000 SF

MULTI-GENERATIONAL COMMUNITY CENTER

Teen Center	500
Afterschool Center	1,000
Game Room	500
Activity Room 6	1,000
Total (added 3,000)	22,000 SF

MULTI-GENERATION COMMUNITY RECREATION CENTER

Activity Area 7	1,000
Locker Room	800
Gymnasium	7,200
Enlarged Service, Circulation	1,000
Total (added 10,000SF)	32,000 SF

RANDOLPH, MA: PROGRAM BLOCKING

EXISTING COMMUNITY SPACES TO BE RELOCATED



SENIOR CENTER - 8,145 SF



LIBRARY - 2,068 SF

EXISTING COMMUNITY SPACES TO BE RELOCATED

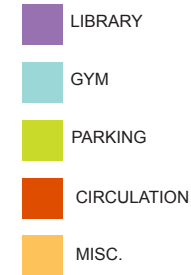


8,145 SF



2,068 SF

PROGRAM EVALUATION



EXISTING COMMUNITY SPACES TO REMAIN



STETSON HALL



TOWN HALL - 1,440 SF

NEW COMMUNITY SPACES



7,992 SF



6,787 SF



25,000 SF



25,000 SF
(2 FLOORS)

TOWN OF RANDOLPH -
INTERGENERATIONAL COMMUNITY CENTER
FEASIBILITY AND PLANNING STUDY

ABACUS [ARCHITECTS + PLANNERS]
March 27, 2013

RANDOLPH, MA: PROGRAM & LAYOUT OPTIONS

PROPOSED PROGRAM OPTIONS



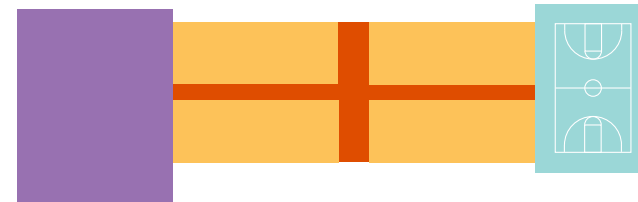
ONE STORY

- LIBRARY - N/A
- MISC. - 17,000 SF
- GYM - 7,992 SF
- PARKING - 143 SPACES @ 1 SPACE PER 200 SF
- CIRCULATION - 3,430 SF
- TOTAL - 28,422 SF



TWO STORY

- LIBRARY - N/A
- MISC. - 17,000 SF
- GYM - 7,992 SF
- PARKING - 121 SPACES @ 1 SPACE PER 200 SF
- CIRCULATION - 4,800 SF
- TOTAL - 29,792 SF



- LIBRARY - 25,000 (ON TWO FLOORS)
- MISC. - 17,000 SF
- GYM - 7,992 SF
- PARKING - 238 SPACES @ 1 SPACE PER 200 SF (FIRST FLOOR) / 1 SPACE PER 400 SF (SECOND FLOOR)
- CIRCULATION - 3,920 SF
- TOTAL - 53,912 SF

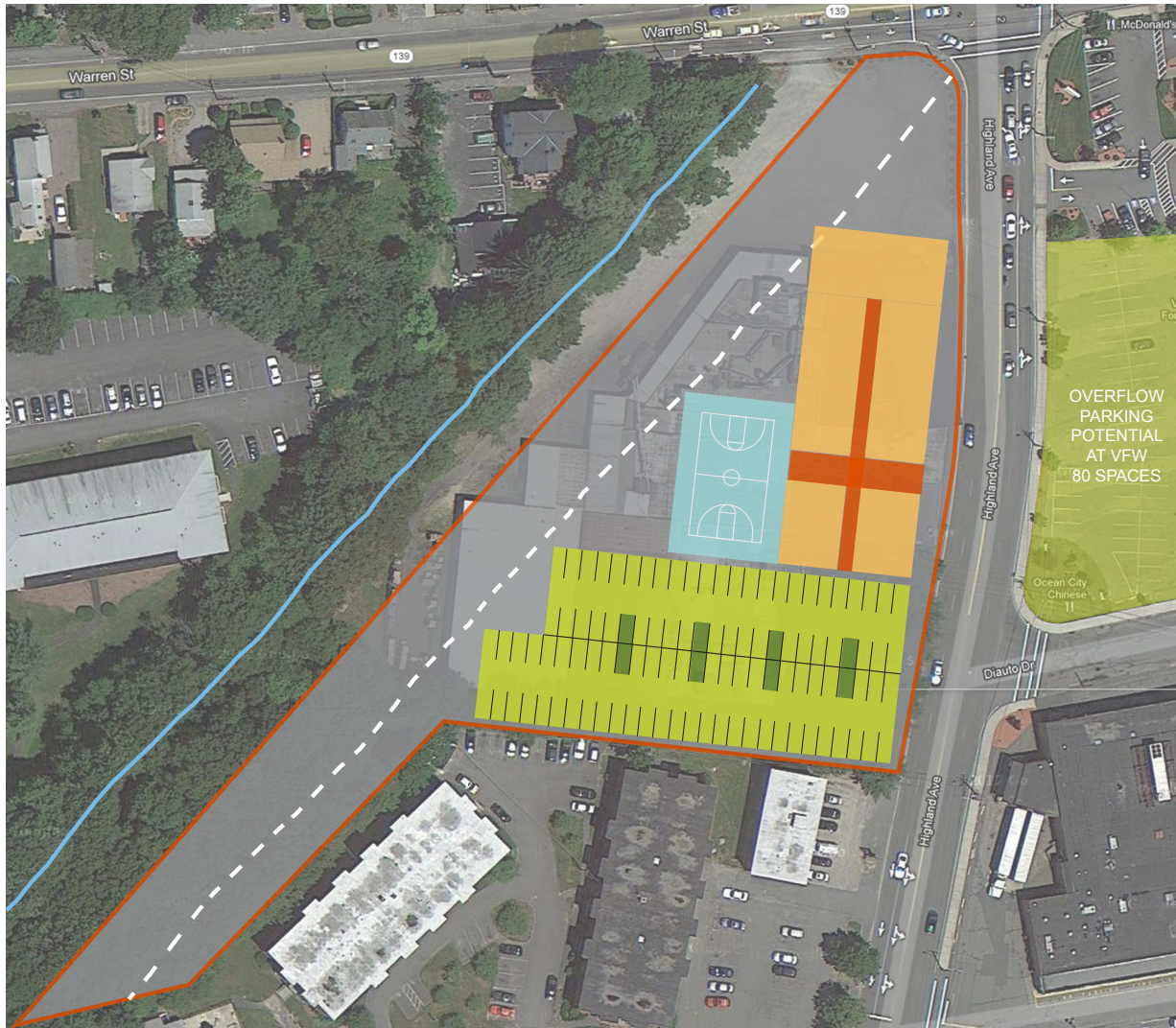


- LIBRARY - 25,000
- MISC. - 17,000 SF
- GYM - 7,992 SF
- PARKING - 270 SPACES @ 1 SPACE PER 200 SF
- CIRCULATION - 3,920 SF
- TOTAL - 53,912 SF

TOWN OF RANDOLPH -
INTERGENERATIONAL COMMUNITY CENTER
FEASIBILITY AND PLANNING STUDY

ABACUS [ARCHITECTS + PLANNERS]
March 27, 2013

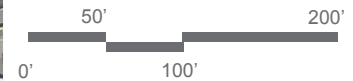
RANDOLPH, MA: PROGRAM TEST FIT ON SITE 1



CHASE SITE WITHOUT LIBRARY

- WETLAND BUFFER
- LIBRARY - N/A
- GYM - 7,992 SF
- CIRCULATION - 3,430 SF
- MISC. - 17,000 SF
- PARKING - 176 SPACES

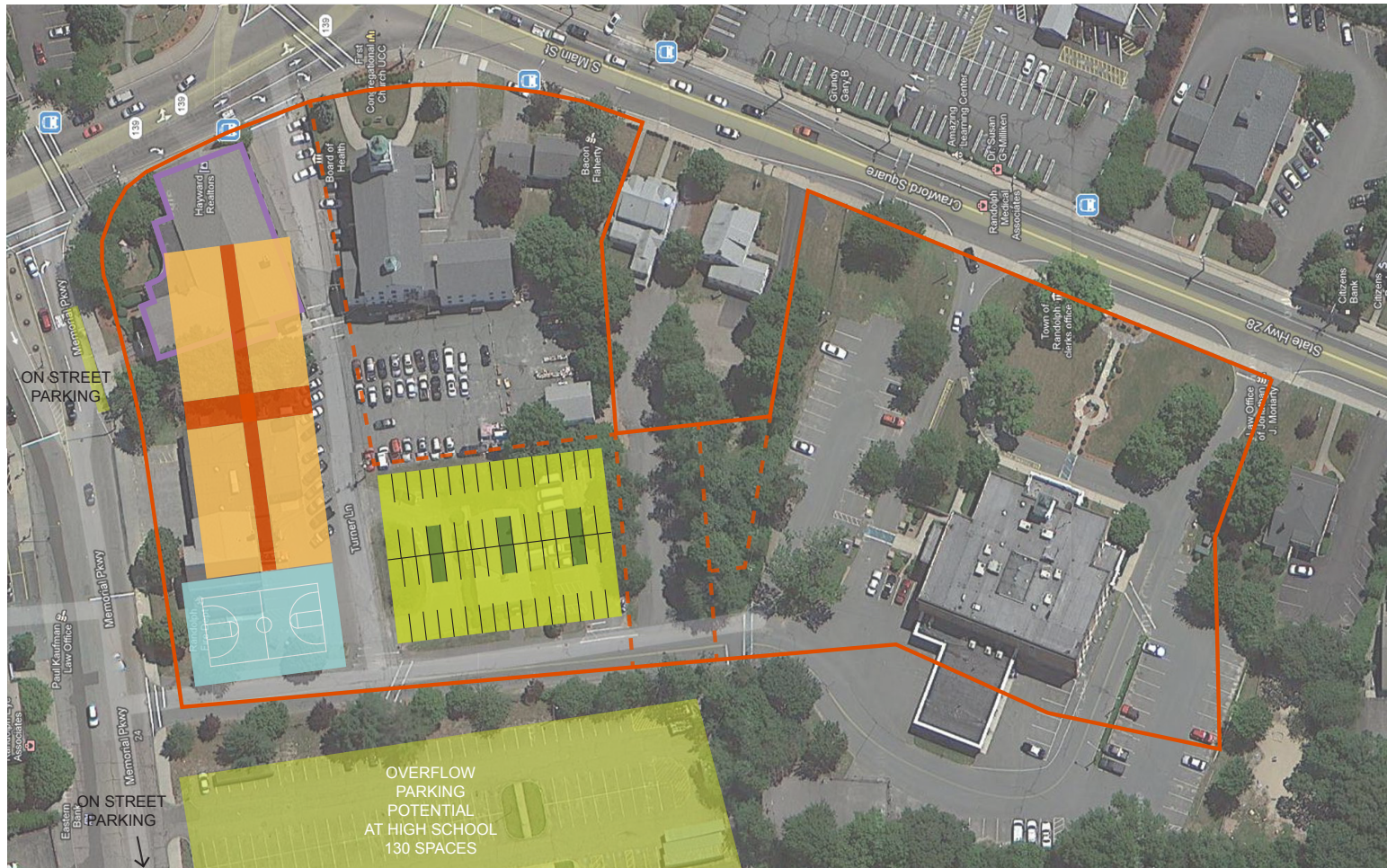
TOTAL - 28,422 SF



TOWN OF RANDOLPH -
INTERGENERATIONAL COMMUNITY CENTER
FEASIBILITY AND PLANNING STUDY

ABACUS [ARCHITECTS + PLANNERS]
March 27, 2013

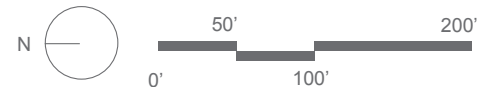
RANDOLPH, MA: PROGRAM TEST FIT ON SITE 2



- LIBRARY - EXISTING
- MISC. - 17,000 SF
- GYM - 7,992 SF
- PARKING - 185 SPACES (PLUS ON STREET)
- CIRCULATION - 3,924 SF
- TOTAL - 28,916SF (PLUS EXISTING LIBRARY)

**DOWNTOWN SITE
WITH EXISTING
LIBRARY**

**TOWN OF RANDOLPH -
INTERGENERATIONAL COMMUNITY CENTER
FEASIBILITY AND PLANNING STUDY**



ABACUS [ARCHITECTS + PLANNERS]
March 27, 2013

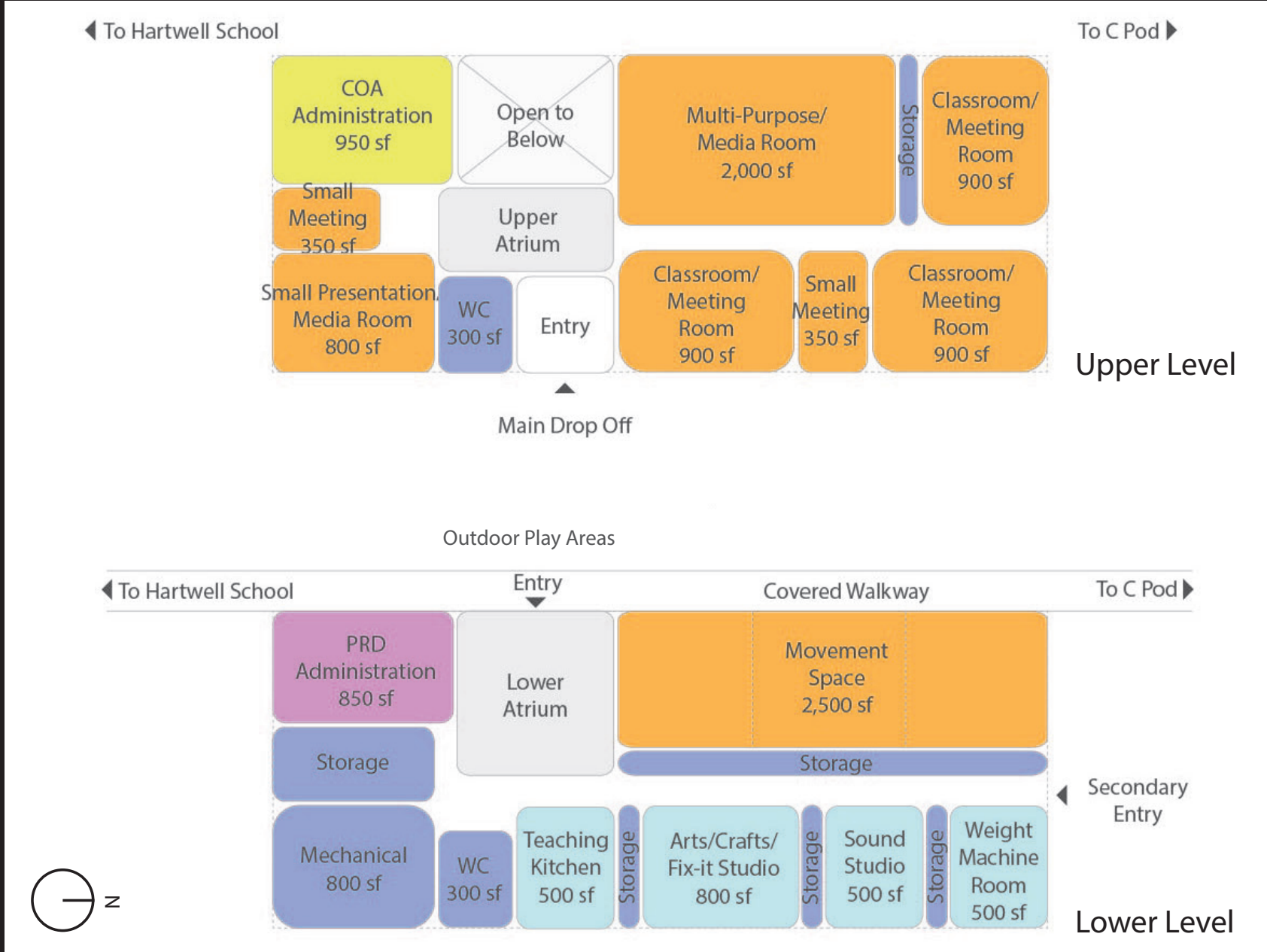
MILLIS, MA: DETAILED BUILDING PROGRAM

Proposed Senior Center Programs:	Proposed SF	Adjacencies
Entry	250	Entry
Vestibule with bench	100	
Entry off parking lot	150	
Reception / Lobby	250	Entry, Offices
Receptionist Desk	100	
Check-in Station	25	
TV/Smartboard/Today's Calendar	25	
Storage area for coats	100	
Office Suite	1475	Reception Desk
Director Office	190	
Program Manager's Desk	100	
Outreach Office	190	
Department Assistant Office	140	
Flexible / Rotating Desk	140	
Private Counselling Room	120	needs separate entry
Files / Counter / Storage	130	
Recreation Dept Office & Related offices / storage	465	close proximity to gym access
Lounge/Drop-in Space	920	Entry
Library Space (6 shelves)	100	
Comfortable Sitting area - Reading / Lounge	150	
Fireplace area	150	
Counter area - Donated Goods / Coffee	50	
Tables and chairs for puzzles and visiting	150	
TV area (w/ dvd storage)	250	
Candy's Corner	70	lockable shelves, entryway for maximum visibility
Dining Room	2,650	
Room Divider & Storage	200	
Everyday Circular Seating for 40-50 people, Sit-down meal for 170 people	2450	
Commercial Kitchen	650	truck access to outside
HESSCO worker office	150	next to dining area
Typical Equipment / Counter / Work space	500	
Multi-purpose Room 1	1,000	Natural Light, Flexible Furniture
Presentations, Workshops, Stage, Health Fair, Community Gatherings, Movies		
Cabinet Storage and sink		
Multi-purpose Room 2	1,000	Natural Light, Flexible Furniture
Movement, Yoga, Line Dancing, Versatile fitness room		Resilient Floor
Cabinet Storage and sink		
Multi-purpose Room 3	1,150	Natural Light, Flexible Furniture
Wellness/Meeting Room, Blood Pressure Clinics, Support Group, Training, Memory Café Space		
Cabinet Storage and sink		
Fitness Gym w/ equipment	1,305	
Free weights & equipment (tv / dvds)	785	
Changing/Locker Room w/ showers, storage	520	

Craft Room	620	natural light
Lockable Cabinet Storage and sink		
Big tables for crafting		
Storage for on-going crafts (rolling racks?)		
Game Room	1000	
Lockable Cabinet Storage		
Tables for games		
2 Pool Tables		
Storage (Loaner Medical Supplies)	750	no natural light needed
Wheelchairs, walkers, etc		
Shelves for various supplies		
Bathrooms	720	
Ground Floor - Existing (Turned into Staff)	350	
Ground Floor- 2 New Unisex, Single Room	120	
First Floor - 4 New Unisex, Single Room	250	
Exterior Seating Area / Picnic Tables		
Outdoor area with shade, picnic tables		
Firepit / Grill patio		
Drop-off waiting area		
Outdoor furniture storage		
Total	13,740	
Gross Area Adjustment 10%	1374	
Circulation Adjustment 15%	2061	
Grand Total	17,175	
First Floor - Current Programming		
Department Offices:		
Building Inspector / Department		
Commissioner Desk (Full Time)		
Deputy Commissioner Desk (8 hours)		
Dept. Assistant Desk 1 (28 hours)		
Dept. Assistant Desk 2 (8 hours)		
Counter Space		
Recreation		close to gym
Director Desk (Full Time)		
Admin. Secretary Desk (Full Time)		
Storage (1 file cabinet)		
Use of Community Room for meetings		community room
Planning Board / Conservation		
Admin. Assistant for Planning Board (Part Time)		
Admin. Assistant for Conservation Commission (Part Time)		
Admin. Assistant for Community Preservation (Part Time)		
Holds Public Mtgs in Room 229 or 104		
Stores files in Room 101		
Assessor's Office		
Admin. Assistant Office (Full time)		
Assessor's Office (Full time)		
Third Office - is this needed??		

Treasurer/Collector		
Office - is this in use?		
Shared Office - is this in use?		
Town Clerk		uses the gym 4x/yr for voting
Town Clerk (Full time)		
Assistant Town Clerk (Full time)		
Department Assistant (Part time)		
Stores vital records in vault in basement		
No extra storage needed		
Community Room 1 - First Floor		
Community Room 2 - First Floor		
Gymnasium		
Second Floor - Current Programming		
Department Offices:		
Accountant		
Accountant Office 1		
Accountant Office 2		
Accountant Assistant Desk		
Storage Room with 75 LF of 2' deep shelves		
File Cabinets - 10		
Board of Health		uses community rooms for meetings
Director Public Health (Full time) - Private Office		uses gym for flu clinics
Public Health Nurse (Part time) - Private Office		uses Emergency mgmt rm to store supplies, LEPC meetings
Clerk (Part time) - Needs service counter		
Consultant (Part time)		
Needs secure storage for medical records		1 LF of files needed daily. Produces 6LF of files per year. This could be digitized
Community Media		connects to community room and basement electrical room (for broadcasting)
Executive Director Office (Full time)		needs to be more sound proof
Production Coordinator Office (Part time)		has meetings in other rooms
Part time Staff Office		
Edit Room		
Control Room		
Studio		
Storage for equipment		
Storage closets (two 36"x24", horizontal files 36"x20")		
Veterans Agent		
One office - how often is this used?		
Department of Public Works		DPW spaces must remain together.
Director's Office (Full time)		Desk with return, lateral files, bookcase, small table for 4, whiteboard
Dept. Assistant III Desk (Full time)		large interaction with the public
Dept. Assistant II Desk (12h Part time)		
Clerk's Office		
Mapping Room		files, bookcase, plotter
Storage (15 LF, and 20LF, office 10 LF)		
Administrative Offices		beneficial to be next to the community room
Town Administrator Office (Full time) 15 LF files		adjacent to operations & dept assist. Offices
Selectboard Office, 8 LF files		adjacent copy/storage, same floor as finance office
Shared Office (3 Desks w/ returns, table for 6, 20 LF file cabinets)		adjacent to TA's office, window for public
Energy Director Desk (Part time)		this desk could be in a more separate space
Econ. Director / Planner Desk (Part time)		this desk could be in a more separate space
Secure Storage / Copy Room, 15 LF files		
Community Room 1 - Second Floor		
Community Room 2 - Second Floor		

LINCOLN, MA: PROGRAM ORGANIZATIONAL DIAGRAMS



LINCOLN, MA: SITE OPTION TEST FITS

Bemis Hall Expansion

- Accessible 3,000 sf Lower Level Addition with Green Roof (no Parks and Recreation)
- Renovate Basement and Main Level of Bemis
- COA Drive with Handicap Parking
- Additional Parking Along Bedford and Lexington Roads
- Cost: \$5.5 - 6.0 million
- Renovate Pods \$2.0 - 4.5 million (accessibility, bathrooms, hazmat, roof, windows, energy, mechanical, electrical)
- Cost Range: \$7.5 - 10.5

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Pierce House Expansion

- 6,500 sf Two Story Addition (no Parks and Recreation)
- New accessible Entrance, Elevator, Bathrooms, Offices, and Large Function Room
- Shared with Pierce House Functions
- Renovate Pierce House for Code Compliance
- Remove Circle Drive at Rear of Pierce House (wetlands mitigation)
- 66 Parking Spaces
- Cost: \$6.0 - 6.5 million
- Renovate Pods \$2.0 - 4.5 million
- Cost Range: \$8.0 - 11.0 million

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Separate Community Center at Pierce House

- 10,000 sf Single Story Community Center (no Parks and Recreation)
- 60 Parking Spaces
- Cost: \$5.0 - 5.5 million
- Renovate Pods \$2.0 - 4.5 million
- Cost Range: \$7.0 - 10.0

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Hartwell - Ballfield Rd.

Community Center with Separate Entrance at Lincoln Road

- Play Area (C Pod)
- Strat's Place

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Lincoln Station Commuter Parking Lot

- 10,000 sf Single Story Community Center (no Parks and Recreation)
- Parking Lot with 50 Spaces
- Optional 80-90 Space Underground Commuter Parking Garage
- Cost: \$4.5 - 5.0 million
- Cost with Underground Parking: \$9.0 - 10.0 million
- Renovate Pods \$2.0 - 4.5 million
- Cost Range: \$11.0 - 14.5 million

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Department of Public Works Site - Lewis St.

- 10,000 sf Single Story Community Center (no Parks and Recreation)
- 60 Parking Spaces
- Relocate DPW
- ± 1.75 Acres Excess Land for Other Use
- Cost: \$6.0 - 6.5 million
- Cost to Relocate DPW: \$5.0 - 7.0 million
- Excess Land Value: \$1.5 - 2.0 million (benefit)
- Renovate Pods \$2.0 - 4.5 million

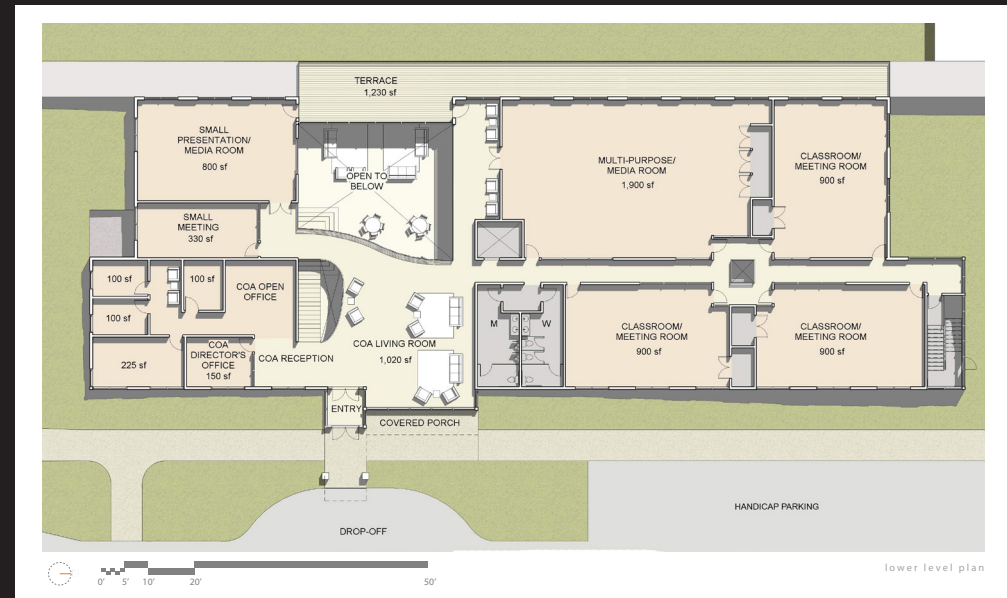
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LINCOLN, MA: SITE PLAN



site plan

LINCOLN, MA: FLOOR PLANS



LINCOLN, MA: ENTRY SIDE 3D DEVELOPMENT



view A | CoA entrance

LINCOLN, MA: PLAYING FIELD SIDE 3D DEVELOPMENT



view B | play area & community living room

NEXT STEPS FOR CONSIDERATION

- Identify possible sites or target areas as appropriate
- Tour existing facilities and assess needs and contributions
- Establish core user groups to the extent possible
- Identify broader range of user groups
- Identify those whose needs may be overlooked
- Set up a public outreach process
- Fine tune surveys and distribution channels
- Consider funding sources – public and private
- What else??