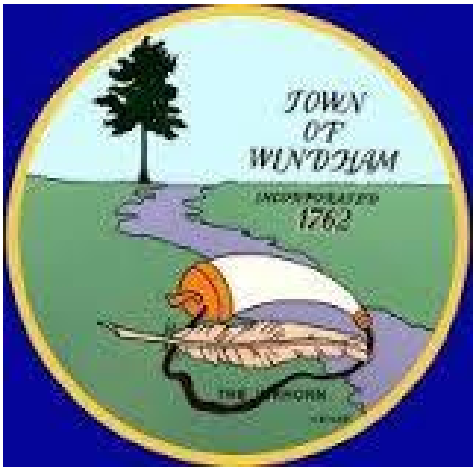
ARCHITECTURE ENGINEERING PLANNING INTERIOR DESIGN COMMISSIONING

Town of Windham

8 School Road
Windham, Maine



Municipal Facilities Space Needs Study And Master Plan

Final Report

September 5, 2014
SMRT Project No. 13137

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ACKNOWLEDGEMENTS

SMRT would like to thank the individuals who have played significant role in the Windham Space Needs and Facilities Master Planning project and process. SMRT received invaluable assistance from the department heads and their staff for completing the departmental inventory surveys and participating in the departmental interviews. The information gathered through this process was invaluable in determining the current and future needs of the municipal departments.

Information contained in work of previous consultants to the Town was also used to develop the final product of this report. The Town has previously studied potential expansion or new construction of some of the municipal departments. The work of Allied Engineers and Gorrill-Palmer on concept site design of the Morrell property and Public Works property is relevant to the space needs findings in this report. SMRT acknowledges the efforts of these previous Town consultants and have incorporated concepts produced where they align with the findings and recommendations of this report.

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Executive Summary
Introduction

TAB 1

Executive Summary

The Town of Windham, in preparation for entering the 2015 municipal budget process, identified the need to develop a departmental space needs analysis and municipal facilities master plan. This report is intended to assess the current and future space needs of the various major municipal departments and the facilities they occupy, and to make recommendations for improved efficiencies, relocation or reconfiguration. These recommendations may be in the form of renovations to existing facilities, consolidation of facilities, additions to facilities, or construction of new buildings.

The following report is intended to provide the Town of Windham with a guide in the budget process and assist in setting priorities for future capital projects. The recommendations in this report cover the anticipated and projected needs and growth over the next 10 to 20 years. Long term facilities planning and optimization of municipal departments are the goals of this project.

Although each department is discussed and presented separately, SMRT did not evaluate each option independent of other department needs. One of the advantages to reviewing the needs of all the town's major departments is the ability to identify synergies between departments. As the recommended facility master plan options were developed, SMRT continually compared the options against the needs identified by the other departments and evaluated the impact of options on other departments. Some options recommend relocating a particular department and in those cases additional options are presented for repurposing of the space.

The Public Works department was found to be deficient in every identified program area. The current facility does not provide enough space for any of the program areas, and some of the areas do not meet current needs. SMRT is recommending a new Public Works facility to replace the nearly 34 year old facility. The current facility is beyond its expected life span and needs to be replaced.

The Police and Fire Departments which occupy the Public Safety building have both grown to the point where the current needs of each department cannot be met in the existing facility. SMRT has identified some short term modifications that could improve but not completely satisfy each department's space needs. The existing building is larger than either department's developed space program when comparing total gross square footage. The anticipated and actual circulation efficiency factor could account for some of the discrepancy. Either department's projected future needs could be accommodated in the existing building provided a new facility is built for the other. Some other departmental programs and master plan options identify needs that are not met or that space is not available for. The two options presented for the Public Safety Building relocated one or the other department to a new building would provide the opportunity to accommodate some of these unrealized program needs.

The South Windham fire station is the district fire station in the most need of reconfiguration to meet the needs of the department. The current station and lot do not allow for any additional expansion so the options developed include replacing the station to meet the departments projected needs and to correct identified safety issues.

North Windham fire station is projected to be staffed in the future by full time (24/7) staff where currently the station is only manned during the daytime. This future need will necessitate renovations of currently available space to create bunkroom space complying with building and fire codes. The facility is aging, nearly 40 years old. It is in good physical condition, however SMRT has included options to replace the fire station. This facility cannot be expected to continue to function for the projected timeline of this report.

The East Windham fire station is the newest station in the Town and currently provides most of the space needs of the department. Those deficient needs identified are adequate bunk space for the anticipated increase in full time (24/7) staff and space for station officers. SMRT has proposed an option to use some of the current meeting room space to accommodate the identified deficiencies. Alternate means of providing community meeting space and fire department training area should be reviewed if this option is pursued by the Town.

The public library space program gross area can be accommodated within the existing building. SMRT identified through program development and departmental interviews that the major deficiency the library currently experiences is the organization of circulation desk space. The recommended options prepared include reconfiguration of the entry on the lower level to provide a singular circulation and check out path within the library. Some reconfiguration of second floor spaces and repurposing of the second floor circulation desk would be used to provide for additional space needs.

The Town Hall and Community Center is a single building, or collection of buildings and additions, where the town administrative offices and parks and recreation departments are currently located. Primarily the needs of this facility were identified as storage and common spaces. The recent renovations have maximized the use of most of the facility. The building, actually three different buildings constructed at different times over the past 90 years, inherently has some inefficiency in circulation patterns that cannot be overcome. Although we show a comparison between existing and projected space areas, it should be noted that the existing buildings gross circulation area is much larger than that projected in the department programs. Options developed include relocation or consolidation of current departments to other facilities to create space and addition of new floor area to accommodate identified needs.

The Town does not currently have accurate plans of most of the municipal buildings included in this study. The lack of measured drawings for analysis affects the depth that SMRT could evaluate individual spaces. The space programs and feasibility options in this report are intended to be appropriate for capital planning efforts. The level of analysis for each department covered general needs and identified potential future employees and spaces.

Circulation factors are included in each departmental program based on interior design standards used nationally and on SMRT building designs for similar projects. These gross area factors adjust the total net floor area identified for each individual space in the program. Different gross area factors are used for different types of spaces. For example, the additional amount of circulation space required in an office area would differ from that of a storage or apparatus bay area. It must also be noted while reviewing the findings presented in this report that the current gross circulation factors in the existing municipal facilities may not match those included in the program. The program gross area factors are ideal planning condition factors and cannot be expected to be maintained in existing facilities. As a result, the tabular area identified in the program may not be exactly what each department has today, but rather identifies the ideal space area for the department without the effect of existing building construction.

The next step for the Town is to prioritize the options presented in this report based on the departmental needs and available fund for the projects. Some of the options presented in this report can be combined and others are mutually exclusive. A more in-depth discussion of the interconnection of separate options is covered in the Facilities Master Plan Section.

Summary of Facility Master Plan Options

Facility/Department		Cost Estimate
Public Works Department		
Option A	3 bay addition and office expansion	$628,000
Option B	New Public Works Facility	$4,412,000
	Building Demolition Costs	$45,000
Option C	New building on Morrell Site	$4,412,000
Public Safety Building		
Option A	Interior Renovations	$189,000
Option B	New apparatus bay and renovations	$782,000
Option C	New Fire Station on existing site	$3,250,000
Option D	New Police Station on Morrell Site	$5,400,000
Fire Department		
South Windham Fire Station		
Option A	Building Demolition	$15,000
	New Fire Station Building	$1,006,000
Option B	Building Demolition	$35,000
	New Fire Station Building	$1,355,000
North Windham Fire Station		
Option A	Interior Renovations	$85,500
Option B	Police Sub-Station	$11,250
Option C	New Fire Station Building	$1,685,000
East Windham Fire Station		
Option A	Interior Renovations	$57,000
Public Library		
Option A	Reconfigure circulation desk and other interior renovations	$45,500
Option B	Children's room addition	$97,500
Town Hall and Community Center		
Option A	Expand IT department space	$11,100
Option B	Relocate Buildings and Grounds and provide additional floor area	$13,750
Option C	New Community Center	$1,505,000
	Renovations of Town Hall	$42,200
Option D	Additional renovation of Code/Assessing/Planning and Economic Development	$45,000
Option E	Second Floor Annex Addition	$527,000
	Interior Renovations	$136,200

Introduction

Following completion of a municipal facilities conditions study in 2013, the Town of Windham identified the need to assess the various municipal departments and prepare a comprehensive facilities master plan to meet the projected future needs of the Town. The following municipal buildings were identified to be included in the study.

- Public Works – 185 Windham Center Road
- Public Safety Building (Fire Department District 4 and Police Department) – 375 Gray Road
- North Windham Fire Station (District 2) – 718 Roosevelt Trail
- East Windham Fire Station (District 3) – 45 Falmouth Road
- South Windham Fire Station (District 1) – 8 Main Street
- Public Library – 217 Windham Center Road
- Community Center/Town Offices – 8 School Road

To assess the Town's departmental needs SMRT developed a survey designed to ascertain current organizational and operational conditions. The survey included information to help identify current deficiencies within a department or between multiple departments, and to identify anticipated future growth. Under the guidance of the Town Manager and department heads, town employees were given the opportunity to participate and provide responses to the survey.

Following completion of the surveys by each department, SMRT met with the department heads and key personnel. These departmental interviews provided more detailed information about survey answers and additional input on departmental space needs. A tour of each of the municipal facilities was conducted to become familiar with the current space use.

Each department completed furniture and equipment inventories to help accurately account for space needs. SMRT has included the results of the inventory in the departmental space program. Any special requirements for electrical, data and HVAC connections that are outside normally provided services standard within the Town facilities were identified.

Based on the surveys and departmental meetings, SMRT prepared a space program for each department. Each departmental space programs included a narrative of the space needs analysis and a list in tabular form of the types, quantity and size of the spaces needed by each department. The space program area was compared to the existing facilities to determine any deficiencies and to identify opportunities to optimize the use of those facilities. The tabular program for each department identifies three categories of spaces as compared to the currently used space of the department. Spaces are categorized as currently meeting the need, deficient in meeting the identified departmental needs, and needs projected to be required in the future or currently not provided in the department. SMRT evaluated the departmental needs based on any identified deficiencies, locational requirements, proposed programs and any identified changes to inter-departmental relationships.

Based on the information gathered during the departmental meetings and facility tours SMRT evaluated alternative options for facility use to meet the space needs identified. SMRT has developed facility feasibility options to illustrate the recommendations. Alternatives include reuse, renovation, addition and new construction. Each option includes associated cost estimates for implementation.

The first part of this report describes the Town Department Programs. The findings of the department surveys are explained and the developed program is outlined. Following the departmental narrative is a tabular space program developed to identify and analyze each department's space needs. The department programs identify the quantity and size of each space. The total area for each department space is identified as either meeting current needs, currently provided but deficient in space to meet the current need and as a future space need currently unavailable to the department. A space listed in the Current Needs columns is in use today. The future column shows those anticipated needs over the next 10-20 years.

The second part of the report deals with the analysis of each of the municipal facilities ability to house the identified program spaces. This analysis is at a gross departmental area level. Options have been developed for each of the facilities to meet the space needs of the department or departments located at that facility. Some of the options assume relocation of some or all of a department to another facility to create needed floor area. Other options are intended to be short term solutions for the Town to consider when reviewing the needs of all departments and the time line of capital investment in the facilities.

Supplementary information to further explain the Master Plan options is provided in the appendix of this report. Tab 4 includes Site Plans of certain options to paint a picture of how site configuration could be accomplished. A copy of the departmental survey questionnaire and the Town of Windham Organizational Chart are also included in the appendix.

Town Department Programs

TAB 2

Town Department Programs

The first step of the space needs analysis was to determine the amount of area each department needs currently and projected into the future. A departmental survey was completed by each of the departments to provide information about current and projected future needs. The information provided in the survey established the framework for interviews with departmental staff.

From the responses to the survey and information gathered in departmental interviews, an Architectural Space Program was developed for each department. The departmental programs outline the space needs for the departments to operate efficiently over the next 10 to 20 years. In the master plan section of this report, suggested options for implementation of part or all of the programed space needs will be addressed.

It is important to understand the relationship between the projected needs of a department and its currently used space. The former is objective and the latter is subjective. This comparison provides a perspective and understanding on the amount of space the department should be occupying relative to the space it currently functions in. Through the process of departmental surveys and development of the space programs, we have identified these space needs. Each departmental program lists the current and future needs. The current needs are divided into two categories and shown in adjacent columns. They are current needs that are being met and current needs where the existing space is deficient to meet the needs of the department. The level of detail required for a space by space comparison and to provide an analysis of how much area is required to correct a specific department's program deficiency is beyond the scope of this report.

Within each space program required floor area is separated into three columns and color coded to identify the difference between the identified space needs. The three categories of spaces identified in the program are; space which is adequately provided currently, spaces that are currently provided however deficient in required area to meet current needs, and those spaces that are not currently provided either because there is no space available or it has been identified as a future need. This last category of need in each department should be considered long term goals to meet the future needs of the department. In all cases, the last category of space requires renovation or addition to existing buildings or new construction to accommodate the projected needs.

Program Space Color Key

Program Space Category	Color	Description
Current		Area currently occupied meets needs
Deficient		Area currently occupied does not meet identified need
Future		Area not currently provided or projected future need

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Public Works Program

The Town of Windham Public Works facility currently occupies a roughly 9,600 square foot structure located at 185 Windham Center Road. The facility is located on a site along with the public works salt shed and facilities for the RSU 14 School Bus Garage. The vehicle yard and work bay facilities are also shared with the RSU 14 busses for parking and maintenance. The facility was constructed in 1980 and additions were added in 1982 and 1985.

The first level of the facility is roughly divided into three sections: 1. Public Works garage; 2. RSU 14 garage; and 3. Shared Public Works and RSU 14 storage. The second level, with an entrance at grade, is office area. The first level includes parts storage and a 4 bay garage utilized by public works. The 1985 addition has 4 garage bays that are shared with the RSU 14 School District and house storage areas for both the Public Works department and the school district's maintenance areas.

Public Works space needs are projected based on anticipated increase in population and state regulatory requirements. The total projected need of the department is 22,896 square feet. This requires an increase of approximately 140% more than the currently occupied space. All of the current program areas are deficient in meeting the needs of the department. The current space is deficient by 5,400 square feet. We have identified an additional 5,500 square feet of future needs.

Space Needs Assessment

Exterior Areas

There is an existing material laydown area on the site that is adequately sized for the department's construction and road repair bulk materials. The police department also uses this area as an impound area for vehicles. Refer to the Police Department analysis for more on security of the impound yard. The salt shed is adequately sized to hold sand/salt that the department uses throughout the year. Exterior needs are found to be adequate.

Office Areas

The second level office area entrance enters directly into the staff kitchen/break area. This space is used as a multi-purpose eating, breakout and training area. There is no public access entry to the facility. The director and administrative assistant are located at the end of the room around the corner.

The director and supervisors need to have office space with proximity to each other. The current office configuration does not allow this. The current office configuration does not provide enough space for work area or privacy for meetings with personnel. Additional office space, including areas for work plans to be reviewed is needed.

Changes and updates to the regulations for National Pollutant Discharge Elimination System (NPDES) have increased the land area within the Town of Windham that the Public Works department is responsible for maintaining and controlling. It is anticipated that future changes to the regulations will continue to increase the area within the Town to be monitored. This is one factor influencing the projected personnel needs of the department and consequently the anticipated space needs.

The toilet facilities in the building do not currently meet accessibility requirements. The single toilet on the first floor level is accessed from within the exit stair, which is a building and fire code violation. Adequate toilet facilities, separate from those used by the highway and maintenance crews, should be provided.

Work Areas

Public Works crews work in all weather conditions and encounter many different types of environments during the day. The crews frequently require, at least, an area for cleaning up, in some instances, changing clothes entirely. The current facility does not provide adequate space for workers to shower, change or dress. The lockers are inadequate in size, and are located in an alcove directly off the garage bays. A locker room with an adequate number of and sized lockers, shower and toilet facilities should be considered.

The four bays utilized by Public Works are consumed by maintenance of vehicles, equipment and tools, and a fabrication area. There are numerous projects that require production or repair of metal fabrications, including welding. This process takes up an entire bay in the garage. There is no space in the garage for staging vehicles. Space for staging vehicles inside would allow crews to put vehicles into service in a more efficient manner. In the winter months, it would eliminate having to deice trucks before they leave to maintain town roads. There is currently no accessible location to wash vehicles inside, a critical requirement during the cold times of year. Currently the highway division has 16 vehicles. There is a need to have additional garage bay space to allow for some, if not all, road vehicles to be stored in a protected environment. It is recommended that 16 garage bays be provided to accommodate equipment, maintenance and wash bay. During the winter when road equipment has wing plows attached, some of these bays need to accommodate this large plow equipment. Bays sized to accommodate other large town vehicles, such as fire apparatus, would also be beneficial to provide a space for town mechanics to perform some types of maintenance or repairs.

The fleet maintenance crews should have dedicated areas to store and secure tools and equipment used to maintain the department's fleet of vehicles. Tools and equipment are currently located wherever space can be found in the garage, creating an unsafe and unsecure area for the mechanics to work. The parts storage area is inadequately sized to allow the department to take advantage of bulk purchases. Most parts are either ordered as needed or one spare is kept on hand. Additional parts storage is required. It appears from the analysis that adequate cabinet storage for flammable liquids is provided and should continue to be located with the parts storage. Additional storage space for bulk oil products used in fleet maintenance operations needs to be provided as these materials are currently located in an unsecured area of the garage bay. A separated storage area with a curb and spill control devices at doorways should be provided to avoid any possible contamination caused by accidental spills.

General storage of equipment, designated as "cold storage," is in an unsecured garage bay at the end of the building shared with the school district. The current configuration does not allow for any of the equipment, signs, barricades or other mobile equipment used by the department to be secured. There is no access control or monitoring of this space currently. This type of equipment has a tendency to "walk away" if it is not secured. A secured equipment storage area should be provided. The use of secured cages is recommended.

Building and Grounds

The building and grounds department organizationally is part of the Public Works department. Some of the equipment utilized by the staff of this department is located in the public works garage while office and work space is in the Community Center. Through the process of developing the program for Public Works, it became obvious that the result would be to recommend a new public works garage building as a feasibility option. Assuming that this new building becomes a priority of the town in the short term to meet the current and projected needs of the department, we have included the building and grounds spaces in the public works program. As the feasibility options for both the public works and community center buildings are reviewed, the physical location and allowance for the space needs of the building and ground staff should be kept in mind.

Summary

The program developed to address the current and projected needs of the public works department identifies a number of spaces and areas that are not currently provided. The current space needs for areas provided is approximately double the available area in the garage. There is not enough room for the current need in the existing facility. The projected needs program for public works includes 22,896 square feet of program area. There are no viable options to meet the current or future space needs of the public works department in the current facility.

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Program Legend
Area currently adaquate for need - Green
Area currently deficient to meet need - Purple
Need currently unavailable or future - Red

Public Works

Personnel	*Qty*	*Size*	*Unit SF*	*Current Needs* *Meeting*	*Deficient*	*Future*	*Remarks*
Director	1	10 x 12	120		*120*		
Administrative Assistant	1	10 x 12	120		*120*		
Mechanic Supervisor	1	10 x 12	120		*120*		
Building/Grounds Supervisor	1	10 x 12	120		*120*		
Highway Supervisor	1	10 x 12	120		*120*		
Parts Supervisor	1	10 x 12	120		*120*		
Fleet							
Mechanic	1		0				see mechanic work area below
Highway							
Equipment Operators	3		0				no physical space allowance
Drivers	7		0				no physical space allowance
Building and Grounds							
Custodians	3		0				no physical space allowance
Grounds Crew	2		0				no physical space allowance
Future							
Highway	6		0				no physical space allowance
Fleet Mechanic	1		0				See mechanic work area below
Building Maintenance	1		0				no physical space allowance
Grounds Crew (Full Time)	1		0				no physical space allowance
Grounds Crew (Part Time)	2		0				no physical space allowance
Work Areas:							
Plan File Area	1	8 x 10	80			*80*	
Shared Workstation	*2*	*8 x 8*	64			*128*	
			Sub-Total	0	720	208	

Current Employees ***22***
Employee Total: ***33***

Net, Office Space: ***928***
Add 60% Circulation Factor: *557*
Gross, Office Space: ***1,485***

Support Space	*Quantity*	*Size*	*Unit SF*	*Current Needs* *Meeting*	*Deficient*	*Future*	
Work Areas:							
Reception Area	1	8 x 8	64			*64*	
Workshop Area	*1*	*14 x 24*	336		*336*		*fabrication, welding*
Fleet Mechanics	*2*	*8 x 8*	64		*128*		*tools and equipment*
Carpentry Shop	*1*	*12 x 12*	144			*144*	*building and grounds*
Employee Areas							
Lockers and Changing							
Locker Room (M)	*30*	*3 x 3*	9		*270*		
Locker Room (F)	*8*	*3 x 3*	9			*72*	
Toilets (M)	*3*	*7 x 8*	56		*168*		
Shower (M)	*3*	*6 x 5*	30			*90*	
Toilets (F)	*2*	*7 x 8*	56			*112*	
Shower (F)	*1*	*6 x 5*	30			*30*	

Town of Windham
Space Needs Analysis
Facilities Study

Program Legend
Area currently adaquate for need - Green
Area currently deficient to meet need - Purple
Need currently unavailable or future - Red

Employee Areas							
Toilet Room	*2*	*7 x 8*	56		*112*		
Breakroom	*1*	*15 x 25*	375		*375*		
Kitchen	*1*	*6 x 12*	72		*72*		
Vending	*1*	*3 x 5*	15		*15*		
Conference Room	*1*	*10 x 10*	100			*100*	
Storage							
Parts Storage	1	24 x 40	960		*960*		
Flammable Storage	1	3 x 5	15		*15*		1 cabinet in inventory room
Fluids/Oils	1	10 x 18	180			*180*	
Cold Storage	1	32 x 40	1280		*1,280*		secured - ground equipment
Equipment Storage	1	20 x 20	400		*400*		
Janitor	1	5 x 8	40			*40*	
Building and Grounds							
General B&G Storage	1	20 x 30	600		*600*		currently in town hall
Parts	1	12 x 14	168		*168*		currently in town hall
Workshop	1	10 x 10	100		*100*		currently in town hall
Carpentry Shop	*1*	*12 x 12*	144			*144*	*building and grounds*
Utilities							
Electrical	1	10 x 8	80		*80*		
Mechanical	1	10 x 20	200		*200*		
			Sub-Total	0	5279	976	

Net, Support Space: ***6,255***
Add 30% Circulation Factor: *1,877*
Gross, Support Space: ***8,132***

				Current Needs			
	Quantity	***Size***	***Unit SF***	***Meeting***	***Deficient***	***Future***	
Equipment Bays							
Equipment Bays	*11*	*16 x 40*	640		*7,040*		
Service Bay	*2*	*24 x 40*	960		*1,920*		*20 foot wide overhead doors*
Large Equipment Bays	*2*	*24 x 60*	1440			*2,880*	*20 foot wide overhead doors*
Wash Bay	*1*	*24 x 60*	1440			*1,440*	*20 foot wide overhead doors*
			Sub-Total	0	8,960	4,320	

Gross, Equipment Bays: ***13,280***

Total Gross Space ***22,896***

			Current Needs			
Accessory Spaces	***Quantity***	***Unit SF***	***Meeting***	***Deficient***	***Future***	
Salt Storage Shed	1		12,000			existing facility
Vehicle Yard	1					shared with school dept busses
Exterior Material Lay down	1		30,000			estimated - upper level
Materials and Spoils (off site pit)	1					near Windham Center Rd - River Rd

Notes:
1
2

Additional Requirements:

Police Department Program

The Town of Windham Police Department is co-located with the Fire Department in the Public Safety Building located at 375 Gray Road. The department occupies approximately 7,220 square feet of the 16,890 square foot facility.

The chief and staff offices, investigations, evidence and locker rooms are located on the second level. Patrol and administrative areas are on the first level. The dispatch function was recently co-located to the Cumberland County Regional Communications Center. The detention area has been modified in the past to include only a supervised booking/holding area. No escorted detainment of arrestees within the facility is required. Arrestees are transported directly to the County Jail system for detention.

The Police Department requires 14,185 square feet for all projected needs. This is a 96% increase in space area over the 7,220 currently occupied. For the program areas currently provided and occupied by the department we have identified a need of 8,466 square feet. That is 1,250 square feet of increased need to adequately provide for the current department needs. The remainder of the difference is future program identified as a total of 5,718 square feet.

Space Needs Assessment

The department currently has 26 sworn officers, including the Police Chief. The anticipated growth of the department over the next 20 years will expand this to between 30 and 35 sworn officers. Patrol officers work primarily in their patrol vehicles, however, they also need work space in the office to prepare reports and perform other required administrative functions. Workstations can be shared between officers on different shifts. There needs to be enough space provided to allow multiple officers to efficiently complete required paperwork in the office. However an individual work area for each officer is not required.

The department maintains a sub-station office at the North Windham Fire Station on route 302 that is inadequate. Space is required for two patrol workstations and a separate interview room. Patrol officers and detectives need a location to prepare paperwork. The work space area should not be used to conduct interviews or meetings that may be personal in nature.

Evidence storage needs to be provided to securely store items collected as part of investigations. These items include all manner of personal objects, property, firearms, and paraphernalia. Some of these items require refrigeration and others are large and bulky, such as bicycles. The current evidence storage room is beyond capacity and additional secured areas are being used throughout the facility. Consolidation of evidence storage areas would increase efficiency of space use.

An evidence laboratory area with a fume hood, sink and workspace allows for critical analysis of evidence as part of the departments investigations. The current lab configuration and size provides adequate space to perform the required functions to support the investigations division. Vehicles are also part of the evidence chain. The wash bay on the first level is utilized as the impound and inspection bay for vehicles under investigation. The bay is not large enough for investigators to properly move around a vehicle parked in the bay.

Each officer is required to maintain multiple uniforms and a change of clothes. To achieve this requires adequate locker size to accommodate uniforms, boots, shoes and jackets along with other personal items and toiletries. The lockers in the facility are narrow and do not provide enough space for the uniforms and equipment. Police department gear lockers should be 24 inches wide and full height with some interior shelving and ability to accommodate hangers. The current shower facilities and toilet room in the locker area are adequately sized.

The police department currently utilizes a portion of the public works materials yard for impounding of vehicles or large equipment. The impound yard has no security fencing and means of remote surveillance. The remote location is inconvenient for processing and return of equipment to the owner.

The storage area for gear and files is inadequate in the facility. One of the garage bays has been converted to a storage area for materials and gear. Duty bags, containing gear required for patrol officers are currently stored in the garage bay on shelving. This exposes the gear to temperature differences throughout the year. A larger equipment storage area should be combined with the need for move evidence storage space.

The armory should be secured with access control to prevent unauthorized personnel from entering the room at any time. Standards of the American Correctional Association should be followed for guidance. The current room used to store firearms, tactical equipment, vests, and cleaning supplies is in a closet on the second floor. A securable space for arms and tactical gear is required. There should be a room with a table and work areas for planning, secure lockers for hand guns, tasers, and rifles, and charging areas for flashlights and radios.

There are currently five sergeants working in a roughly 170 square foot space with four workstations. The anticipated staffing growth for the Police Department will add two more sergeant positions. A common work area is functional for these staff positions. Shared work stations do not function well as each sergeant has specific tasks and work that are time consuming and are not easily packed away or finished in one shift. Each sergeant should have his or her own workstation.

Summary

The program has been developed to identify the space required to address the deficiencies identified in the needs assessment. The anticipated space needs of the department are 14,185 square feet. This is nearly twice the current space allocation of the department in the public safety building. Options for expansion or acquiring more space are presented in the Facility Master Plan.

Police Department

Office Space	Quantity	Size	Unit SF	Current Needs Meeting	Current Needs Deficient	Future	Remarks
Administration							
Chief	1	16 x 14	224	224			
Administrative Assistant	3	8 x 8	64	192			
Animal Control	1	8 x 8	64	64			
Community	1	8 x 8	64	64			
School Resource	1			0			located at highschool
Patrol							
Lieutenant	1	10 x 12	120	120			
Sergeant	5	8 x 8	64		320		
Patrol Officers	14						
Patrol Workstations	8	8 x 8	64		512		future patrol included
Investigations							
Detectives	2	10 x 20	200		400		
Community Service	1	10 x 20	200		200		
Future Growth of Staff	10						
Patrol	7						included in patrol wrkst above
Sergeant	2	8 x 8	64			128	
Detective	1	10 x 20	200			200	
			Sub-Total:	664	1432	328	

Employee Total: ***40***

Net, Office Space: ***2,424***
Add 60% Circulation Factor: *1,454*
Gross, Office Space: ***3,878***

Support Space	Quantity	Size	Unit SF	Current Needs Meeting	Current Needs Deficient	Future	
Administration							
Conference Room	2	13 x 16	208		416		8 people
Copy Work Room	1	10 x 20	200	200			
File Storage	1	10 x 10	100	100			
Security Equipment Storage	1	8 x 8	64	64			
Public Restrooms	2	7 x 8	56	112			
Lobby	1	10 x 20	200	200			
Patrol							
Interview Room	2	10 x 10	100		200		
Armory	1	10 x 20	200		200		work table, racks for firearms
Cleaning	1	8 x 10	80		80		Sink, part of armory space
Equipment Storage	1	10 x 20	200		200		emergency equipment, gear
Duty Bag Storage	1	10 x 20	200		200		
Investigations							
Conference Room	1	10 x 20	200			200	8 people
Evidence Drop Off	1	8 x 8	64		64		
Evidence Processing	1	8 x 8	64		64		
Evidence Storage	1	20 x 20	400		400		
Impound Bay	1	20 x 30	600		600		
Evidence Lab	1	12 x 12	144	144			sink and fume hood

Booking/Detention							
Vehicle Sallyport	1	20 x 30	600		*600*		
Booking Counter/Work Area	1	6 x 12	72	*72*			
Booking Waiting	1	4 x 10	40	*40*			
Holding w/ bench and toilet	1	7 x 10	70	*70*			
Employee Facilities							
Locker Room (M)	*24*	*3 x 3*	9		*216*		
Toilets	*4*	*7 x 8*	56		*224*		
Showers	*3*	*5 x 6*	30		*90*		*includes drying*
ADA Shower	*1*	*7 x 8*	56		*56*		
Locker Room (F)	*8*	*3 x 3*	9	*72*			
Toilets	*2*	*5 x 6*	30	*60*			
Showers	*1*	*7 x 8*	56	*56*			
ADA Shower	*1*	*7 x 8*	56	*56*			
Exercise	*1*	*16 x 24*	384	*384*			
Kitchen	*1*	*10 x 8*	80	*80*			
Lunch Room	*1*	*15 x 20*	300	*300*			*15 people*
Secure Archive Files	*1*	*10 x 8*	80		*80*		
Building Services							
Electrical	1	10 x 20	200	*200*			
Mechanical	1	35 x 40	1400	*1,400*			
Janitor	1	7 x 7	49	*49*			
Tel/Comm/Network	1	10 x 20	200	*200*			
		Sub-Total:		3859	3,690	*200*	

Net, Support Space:	***7,749***
Add 33% Circulation Factor:	*2,557*
Gross, Support Space:	***10,306***

Total Gross Space	***14,185***

Outside Impound Yard					currently at public works
North Windham Sub-Station					See Fire Department Program
Patrol Officer Work Area	2	8 x 8	64	*128*	
Interview Room	1	10 x 10	100	*100*	
Storage	1	8 x 12	96	*96*	

Notes:

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Additional Requirements:

Fire Department Program

The Town of Windham Fire Department occupies and operates four fire stations within the town. Most administrative functions are housed at the Public Safety Building (District 4 Station) co-located with the Police Department at 375 Gray Road. There are district fire stations for apparatus and a combination of call and full time staff of firefighters, EMTs, and Paramedics located at the Public Safety building (District 4) and in South Windham (District 1) on Gray Road, in North Windham (District 2) on route 302, and in East Windham (District 3) located on Falmouth Road. The District 2 and 4 stations are manned during the day by per diem or full time personnel. South Windham, East Windham and Central fire stations have limited sleeping quarters for staff currently.

Summarized in the table below are the currently occupied area for each fire station and the projected need. These current totals for each department are determined from a review of the existing facility and information obtained through the assessor's database. The total current area used for District 4 station at the Public Safety building co-located with the Police Department is the total area occupied by the fire department plus an allocated portion of the shared and circulation space identified. Refer to the Public Safety Building Master Plan narrative for more information.

Fire Department Program Summary

Station	***Space Need***	***Current***	***Difference***
Central Public Safety Building	12,111	7,475	-4,636
South Windham	6,073	3,660	-2,413
North Windham	7,774	8,008	235
East Windham	6,437	5,700	-737
Total Area	32,394	24,843	-7,551

Fire stations are both living quarters and work spaces for the fire and EMS staff. Full time staff work 24 hour shifts and are available for emergencies 24 hours a day 365 days a year. The need for a balance between living and working spaces is a programming challenge, different from other departments in the town. There needs to be a separation between staff work and living spaces to promote efficient use of time in accomplishing daily tasks, and performing their duties and responsibilities to public safety.

Each station with staff living accommodations needs laundry facilities; residential sized washer and dryer for cleaning bedding, uniforms, towels, and other items. Sometimes the fire station doubles as a dormitory for the fire science live-in students. In cases where the student does not have local family, this is their only personal living space while in school and paired with the fire department.

Day rooms at each station provide a casual place for employees who live at the station during their shift to interact and catch up on current events. These spaces should be large enough to accommodate the standard shift complement anticipated for the station. They are part of the living spaces unique to the 24 hour per day environment of a fire station.

Space Needs Assessment

Central Station/Public Safety Building – District 4
Administration of the department is the responsibility of the Fire Chief and the Deputy Chiefs. Currently, these two functions are located in two different buildings on opposite sides of town. Additionally, the administrative assistant is on the first level, while the chief's office is on the second level of the Public Safety Building. The deputy chief and administrative assistant should be located adjacent to the chief's office to provide for continued and ongoing collaboration on departmental issues. The chiefs need a dedicated conference room or enough space to meet with 4 or 5 people at one time within individual offices. The chiefs conduct a monthly officers meeting requiring space for 16-20 people. This room can be a multiple purpose conference room or be part of a department training room.

The department has two rooms available for training: one at Central and one at East Windham. Neither space is adequately sized to accommodate training for the more than 80 call and full time fire and EMS personnel at the same time. Having combined training on a call member department is an important safety measure. This allows members who do not necessarily work together on a regular basis, but are required to in emergency situations to train and become familiar with each other's skills. The training room at the East Windham station is also utilized by the public more than once a week.

The station Captain and Lieutenants use a table in the common day room area for reports and paperwork. There are no spaces for officers to meet with members to discuss any personnel issues. The differing duties of the station officers who share this space create conflicts in usage when sharing a work area. Separate rooms for officers are needed.

The original space for sleeping quarters has been reduced and modified over the years and is currently not adequate to meet staffing levels. The anticipated growth in staffing at this station will require additional bunk area. Modification or expansion of the current bunk rooms is not recommended as the space currently is not efficiently organized to allow for adequate expansion. Sleeping bunk space for a total of 6 staff will be needed.

Storage space for supplies used by the EMS staff on the ambulance is required. These are supplies that are not obtained or replenished by the area hospitals after each transport of a patient to the hospital. The current closet space is not adequately sized to allow for the quantity of supplies needed to service two ambulances. Orders have to be placed frequently and in low quantities due to the lack of storage. There are lockers and other storage containers, placed around the facility, being used to create additional storage space for EMS supplies. A room sized to accommodate the revolving EMS supply inventory is needed.

Personal Protection Equipment (PPE) is issued to each member of the fire department, both full time and call members. Currently the available gear is spread out across all of the stations in town in different storage areas. This makes keeping track of current inventory inefficient. PPE is required to be routinely inspected and replaced to meet the NFPA standards. A centralized PPE storage area to allow the department to keep all gear in one place, issue gear to members, inspect and receive returned gear is needed. The most advantageous location for this storage is at the Central station where the administration offices are located.

Space in file storage cabinets is maximized. The department maintains records that need to be kept for reference. Some space could be created by locating all human resource files at the Town Manager's office with the files of the Assistant Town Manager/HR Director. A securable workspace for files and copies should be provided.

The apparatus bays are not adequately sized to house the fire apparatus of the department and provide needed work space around them. Additional depth is required in all of the bays with the exception of the ambulance bay. There is no means to access the apparatus for maintenance or equipment checks inside the station. Moving the apparatus outside to perform daily and weekly equipment inspections is difficult during winter months. Additional apparatus bay depth should be provided.

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Fire Department - Central

				Current Needs			
Administration	***Quantity***	***Size***	***Unit SF***	***Meeting***	***Deficient***	***Future***	
Fire Chief	1	14 x 16	224		*224*		
Deputy Fire Chief	1	12 x 12	144			*144*	
Administrative Assistant	1	8 x 8	64	*64*			
Lobby	1	10 x 20	200	*200*			
Fire/EMS							
Station Captain	1	10 x 12	120		*120*		
Lieutenants	1	10 x 12	120		*120*		
Full Time	2		0	*0*			see bunk room below
Future							
Full Time Fire/EMS	4		0	*0*			see bunk room below
Live-in Student	2		0	*0*			see bunk room below
Deputy EMS Chief	1	12 x 12	144			*144*	
			Sub-Total	*264*	*464*	*288*	

Employee Total: ***15***

Net, Office Space: ***1,016***
Add 60% Circulation Factor: *610*
Gross, Office Space: ***1,626***

				Current Needs			
Staff Areas	***Quantity***	***Size***	***Unit SF***	***Meeting***	***Deficient***	***Future***	
Bunk Room	6	10 x 10	100		*600*		
Dayroom	1	20 x 20	400		*400*		8 @ 45sf/person
Dining Area	1	12 x 14	168		*168*		8 @ 20sf/person
Kitchen	1	15 x 15	225		*225*		
Fitness Room	1	16 x 24	384	*384*			
Men's Toilet	2	7 x 8	56	*112*			
Men's Shower	2	5 x 6	30	*60*			
Men's Lockers	10	3 x 3	9		*90*		
Women's Toilet	2	7 x 8	56	*112*			
Women's Shower	2	5 x 6	30	*60*			
Women's Locker	10	3 x 3	9		*90*		
Support Space							
Conference Room	1	12 x 12	144		*144*		
Training Room	1	30 x 40	1200		*1,200*		departmental 80 or more people
Storage/Chairs	1	8 x 8	64	*64*			
Laundry Room	1	12 x 12	144		*144*		includes residential and PPE
EMS Supplies	1	8 x 12	96		*96*		
PPE Storage	1	12 x 12	144			*144*	central to department
Workroom Files	1	8 x 8	64	*64*			
Mail Room	1	8 x 10	80	*80*			
			Sub-Total	*936*	*3,157*	*144*	

Net, Office Support Space: ***4,237***
Add 33% Circulation Factor: *1,398*
Gross, Office Support Space: ***5,635***

				Current Needs			
Apparatus	***Quantity***	***Size***	***Unit SF***	***Meeting***	***Deficient***	***Future***	
Ladder/Tower	1	16 x 50	800		*800*		space for 2 cruisers during storm??
Engine/Ambulance	4	16 x 40	640		*2,560*		
Washbay	1	14 x 40	560			*560*	
Decon/Shower	1	10 x 10	100			*100*	
Utility Space							
Mechanical	1	20 x 20	400		*400*		
Janitor	2	6 x 6	36		*72*		
Electrical	1	10 x 8	80	*80*			
Communciations	1	8 x 8	64	*64*			
Radios	1	8 x 8	64	*64*			
			Sub-Total	*208*	*3,832*	*660*	

Net, Apparatus Space:	***4,700***
Add 10% Circulation Factor:	*470*
Gross, Apparatus Space:	***5,170***

Total Gross Space	***12,431***

Notes:

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Additional Requirements:

South Windham – District 1

The South Windham fire station is located on a lot alongside of the Presumpscot River. The current facility footprint on the lot utilizes all of the available land while providing required set back to the waterway and access to the perimeter of the building. The station has 4 apparatus bays, a common room and two individual bunk rooms. The bunk rooms are used by SMCC fire science live-in students. A wood framed shed addition was constructed in 2003 to provide additional apparatus bay depth. The ramp in front of the bays is almost the same depth as the apparatus. When a piece of apparatus is pulled out of the station for inspection by the crew, the nose of the truck is on or very near the edge of the travel lane of the road. This situation creates a dangerous situation for members who need to inspect the trucks on a routine basis.

The South Windham station is shared with the Town of Gorham by agreement. The aerial tower truck is a unit purchased under a joint purchase agreement between the two towns. Apparatus and staff at this station respond to emergency calls in both towns. The geographical location of this station is important to the strategic plan to protect residents of Windham and Gorham in the communities on either side of the river. Because of the dual town role of this station, a training room for both departments to utilize for joint trainings is needed.

Staffing of this station is expected to increase in the future to include at least one full time 24 hour per day position. Bunks for 4-6 should be provided to accommodate full time and live-in students. Toilet, shower and locker facilities are needed. A decontamination area is required to provide for gross decontamination of gear, equipment, and personnel after every fire. The station captain and officers need a work space or office to conduct meetings with station members and complete required reports.

Expected future utilization of this station for fire and rescue apparatus will include one engine pumper, one aerial tower truck, hazardous response vehicle, rehabilitation vehicle, and an EMS fly-truck. The rehabilitation bus currently is housed in the East Windham station because there is not enough room in South Windham. The hazardous response vehicle and the rehabilitation vehicle should be located in the same station. The station needs to have 5 apparatus bays of sufficient depth to house and provide access around the apparatus. The projected size of the apparatus bay is just over 4,100 square feet of space. The current bay area is only 3,060 square feet. A work area to maintain and repair equipment is also needed.

Summary

Almost all of the identified needs at the South Windham Fire Station are in the staff areas. The apparatus bays are also undersized but being efficiently used. The staff areas are all housed in one room, while the sleeping quarters are directly adjacent to the apparatus bay. The current building cannot be expanded on the existing site. This report does not presume any additional lot area is available within the wetland, river and lot setbacks established by State and Town regulations.

Program Legend
- Area currently adaquate for need - Green
- Area currently deficient to meet need - Purple
- Need currently unavailable or future - Red

FD District 1 - South Windham

				Current Needs			
Fire/EMS	***Quantity***	***Size***	***Unit SF***	***Meeting***	***Deficient***	***Future***	
Station Captain	1	8 x 10	80			*80*	
Lieutenants	1	8 x 10	80			*80*	
Future							
Full Time Fire/EMS	1		0			*0*	see bunk room below
Live-in Student	4		0			*0*	see bunk room below
			Sub-Total	*0*	*0*	*160*	

Employee Total: ***7***

Net, Office Space: ***160***
Add 60% Circulation Factor: *96*
Gross, Office Space: ***256***

				Current Needs			
Staff Areas	***Quantity***	***Size***	***Unit SF***	***Meeting***	***Deficient***	***Future***	
Bunk Room	5	8 x 10	80		*400*		
Dayroom	1	10 x 20	200		*200*		
Dining Area	1	10 x 12	120			*120*	
Kitchen	1	8 x 12	96			*96*	
Men's Toilet	2	7 x 8	56		*112*		
Men's Shower	2	5 x 6	30		*60*		
Women's Toilet	2	7 x 8	56			*112*	
Women's Shower	2	5 x 6	30			*60*	
Support Space							
Laundry Room	1	8 x 10	80			*80*	residential appliances
Workroom	1	8 x 8	64	*64*			existing
			Sub-Total	*64*	*772*	*468*	

Net, Support Space: ***1,304***
Add 30% Circulation Factor: *391*
Gross, Office Support Space: ***1,695***

				Current Needs			
Apparatus	***Quantity***	***Size***	***Unit SF***	***Meeting***	***Deficient***	***Future***	
Tower/Ladder	1	14 x 50	700		*700*		
Apparatus Bays	4	14 x 40	560		*2,240*		
Wash Bay	1	14 x 40	560			*560*	
Decon/Shower	1	10 x 10	100			*100*	
Utility Space							
Mechanical	1	10 x 10	100	*100*			existing
Janitor	1	3 x 5	15	*15*			
Electrical	1	4 x 8	32	*32*			
			Sub-Total	*147*	*2940*	*660*	

Net, Apparatus: ***3,747***
Add 10% Circulation Factor: *375*
Gross, Apparatus Space: ***4,122***

Total Gross Space ***6,073***

Notes:
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North Windham – District 2

The North Windham fire station is located along route 302. It is a pre-engineered metal building constructed in 1973. The metal panel "Quonset-hut" style building has a two story section along the south side of the building. There are four apparatus bays with storage/equipment work areas on the north side of the building. The first level of the "office area" is dominated by a combination day room/kitchen area. The deputy chief's office is located in the front corner of the building.

The station currently does not have any sleeping quarters. Staffing projections include one full time Fire/EMS position as well as quarters for fire science live-in students. Bunk space for 4-6 persons is needed. With the addition of bunkrooms in the station, locker and shower facilities should be considered. A decontamination area is required to provide for gross decontamination of gear, equipment, and personnel after every fire.

The Windham Police Department currently maintains a sub-station office in the building. The space is not large enough for the patrol officers or investigators utilizing it. Refer to the Police Department program for more information on the space needs of the police sub-station in North Windham.

The second level of the "office area" currently has an office area for station officers, an unused TV room and storage. The second level area is open to the apparatus bays and accessed by a single stairway. Utilization of this area for any identified space needs will require assessment of egress and other life safety code requirements to determine additional accommodations required.

There is a compressed air bottle filling station located at the rear of the apparatus bay for the self-contained breathing apparatus (SCBA) bottles used by the firefighters. The air bottle filling system creates a significant amount of noise while in operation. The equipment is taking up usable apparatus floor area. A room to house the compressor equipment and provide an area to stage and work on air packs and bottles should be considered. The protective personal equipment (PPE) storage and the equipment work area located in the rear corner of the apparatus bay is adequate for the station's needs currently and the need for additional space is not anticipated.

Station officers need space to perform their assigned station duties. There needs to be space provided to allow the completion of reports and other administrative paperwork. Officers need to meet with district members to discuss personnel issues, and these conversations should be conducted in a private and confidential setting. Office space for at least two of the station officers should be provided.

Summary

The North Windham fire station requires 7,774 square feet to meet the projected future program. The current facility at 8,008 square feet has the gross area to accommodate the anticipated program. These figures take into account the proposed relocation of the deputy chief and expansion of the police sub-station areas. Renovation of the existing area is required to achieve the projected needs of this fire station.

Program Legend
- Area currently adaquate for need - Green
- Area currently deficient to meet need - Purple
- Need currently unavailable or future - Red

FD District 2 - North Windham

				Current Needs			
Fire/EMS	***Quantity***	***Size***	***Unit SF***	***Meeting***	***Deficient***	***Future***	
Station Captain	1	8 x 10	80	*80*			
Lieutenants	1	8 x 10	80	*80*			
Future							
Full Time Fire/EMS	1		0			*0*	see bunk room below
Live-in Student	4		0			*0*	see bunk room below
			Sub-Total	*160*	*0*	*0*	

Employee Total: ***7***

Net, Office Space: ***160***
Add 60% Circulation Factor: *96*
Gross, Office Space: ***256***

				Current Needs		
Staff Areas	***Quantity***	***Size***	***Unit SF***	***Meeting***	***Deficient***	***Future***
Bunk Room	6	8 x 10	80			*480*
Dayroom	1	10 x 20	200	*200*		
Dining Area	1	10 x 12	120	*120*		
Kitchen	1	8 x 12	96	*96*		
Men's Toilet	2	7 x 8	56		*112*	
Men's Shower	2	5 x 6	30		*60*	
Women's Toilet	2	7 x 8	56			*112*
Women's Shower	2	5 x 6	30			*60*

				Current Needs		
Police Sub Station	***Quantity***	***Size***	***Unit SF***	***Meeting***	***Deficient***	***Future***
Patrol Workarea	2	6 x 8	48		*96*	
Interview Room	1	10 x 10	100			*100*
			Sub-Total	*416*	*268*	*752*

Net, Support Space: ***1,436***
Add 30% Circulation Factor: *431*
Gross, Support Space: ***1,867***

				Current Needs			
Apparatus	***Quantity***	***Size***	***Unit SF***	***Meeting***	***Deficient***	***Future***	
Apparatus Bays	6	18 x 35	630	*3,780*			double deep
Flycar/Ambulance Bay	1	18 x 35	630	*630*			existing far short bay
Decon/Shower	1	10 x 10	100			*100*	
Support Space							
Laundry Room	1	8 x 10	80			*80*	residential appliances
PPE Storage	1	20 x 10	200	*200*			existing
Workroom	1	20 x 10	200	*200*			existing
Utility Space							
Mechanical	1	10 x 10	100	*100*			
Janitor	1	3 x 5	15	*15*			
Electrical	1	4 x 8	32	*32*			
				4,957	*0*	*180*	

Net, Apparatus Space: ***5,137***
Add 10% Circulation Factor: *514*
Gross, Apparatus Space: ***5,651***

Total Gross Space ***7,774***

East Windham – District 3

The East Windham fire station is a single story wood framed structure located on Falmouth Road. The building was constructed in 1993. The left side of the building is occupied by four apparatus bays, and storage/equipment room. The right side of the building contains an administrative office, sleeping quarters, and a training room/kitchen area.

The apparatus bay is adequately sized to accommodate the projected department needs. There is a need for equipment work areas within the bays to wash, dry, and work with the hose on the fire apparatus. Some additional space could be provided by relocating the rehabilitation bus to the South Windham Station. Overall, there were no significant additional apparatus or equipment needs identified for this station.

Equipment for washing and drying structural firefighting PPE is located in the apparatus bay. This is the only such equipment owned by the department. The process cycle take a significant amount of time to complete requiring multiple trips to the East Windham station by staff to drop off, and then pick up, the gear to be washed. This station is not the most efficient location for this specialized equipment required to remove contaminants from the protective gear worn by the department members. This equipment should be relocated to a more geographically central location to allow for more efficient use during shifts.

The training room is one of the only spaces available to the fire department for full departmental meetings or trainings. As indicated above, the department needs a space large enough to accommodate joint training sessions combining all the districts at the same time. This station is not in a geographically convenient area of the town for this purpose. The training room is used by the public on a weekly basis. Although the room is not large enough to meet the needs of the departmental training, a multi-purpose meeting area accessible to both the department and the public is needed at this station.

Currently the station is quarters for three of the department's fire science live-in students. There are no full time staff assigned to the station. The future staffing projections include two full time positions and two or three live-in students. The full time positions will be 24 hour shift positions requiring bunk and living space. A total of 5 bunking spaces are needed.

Station officers currently share one office space. The station needs a separate office for the station captain and the station lieutenants. Each officer position has separate administrative reporting and staffing functions. The officers will need a room to complete paperwork and to meet with station members to discuss personnel issues.

The station needs a decontamination area to provide for gross decontamination of gear, equipment, and personnel after every fire.

Summary

The East Windham fire station areas are deficient to provide two basic needs: administrative space for department and company officers and bunk room space for anticipated staff. Without repurposing of the existing meeting room, as discussed in the Master Planning Options section, we have not identified any potential areas for expansion within the building.

Program Legend
- Area currently adaquate for need - Green
- Area currently deficient to meet need - Purple
- Need currently unavailable or future - Red

FD District 3 - East Windham

	Quantity	Size	Unit SF	Current Needs: Meeting	Current Needs: Deficient	Future	
Fire/EMS							
Station Captain	1	8 x 10	80		80		
Lieutenants	1	8 x 10	80		80		
Future							
Full Time Fire/EMS	1		0			0	see bunk room below
Live-in Student	4		0		0		see bunk room below
			Sub-Total	0	160	0	

Employee Total: **7**

Net, Office Space: **160**
Add 60% Circulation Factor: 96
Gross, Office Space: **256**

	Quantity	Size	Unit SF	Current Needs: Meeting	Current Needs: Deficient	Future	
Staff Areas							
Bunk Room	5	7 x 8	56		280		open bunks
Dayroom	1	12 x 14	168	168			
Men's Toilet	2	7 x 8	56	112			
Men's Shower	2	5 x 6	30	60			
Women's Toilet	1	7 x 8	56			56	
Women's Shower	1	5 x 6	30			30	
Support Space							
Training Room	1	16 x 20	320	760			half of the current room
Kitchen	1	12 x 20	240	240			existing kitchen
			Sub-Total	1340	280	86	

Net, Support Space: **1,706**
Add 30% Circulation Factor: 512
Gross, Support Space: **2,218**

Apparatus	Quantity	Size	Unit SF	Current Needs: Meeting	Current Needs: Deficient	Future	
Apparatus Bays	3	18 x 50	900	2,700			existing bays
Flycar/Ambulance Bay	1	14 x 34	476	476			existing far short bay
Storage	1	12 x 14	168	168			
Hose Tower	1	6 x 8	48	48			
Workroom	1	8 x 8	64	64			
Laundry Equipment	1	8 x 10	80			80	residential appliances
Utility Space							
Mechanical	1	4 x 7	28	28			
Janitor	1	3 x 5	15	15			
Electrical	1	4 x 6	24	24			
			Sub-Total	3,523	0	80	

Net, Support Space: **3,603**
Add 10% Circulation Factor: 360
Gross, Support Space: **3,963**

Total Gross Space **6,437**

Notes:
[1] *Program space assumes reduction of training/meeting room space.*
[2] *The meeting room area is reduced by 440 net square feet.*

Public Library Program

The Town of Windham Public library is located at 217 Windham Center Road. The facility currently occupies roughly 8,790 square feet on two stories. The two story portion of the facility was constructed as an addition in 1992. The projected need of the department is 8,858 square feet. This is a difference of 68 square feet and reveals that the current area of the library can meet the projected future needs of the department with some adjustment and reconfiguration as outlined in this program and master plan narratives.

The lower level of the facility is dominated by the children's room and a public meeting room. The second level houses the adult collections and administration areas. Each floor has a separate circulation desk dedicated to the material on that floor.

Space Needs Assessment

Circulation check-out is accomplished from the children's and adult collections on separate floors. There is no coordination of circulation activities. Both circulation desks are currently remote from the main entrance of the library on the lower level. This creates both a problem for public way-finding and assistance and is an ongoing security issue for the library staff. The public does not use the entrance on the upper level in the old portion of the library. This entry and exit is now primarily an emergency exit and does not see any traffic. The library staff and the public using it would benefit from a centralized circulation desk that is located closer to the main entrance of the library. All materials being checked out by library members can be handled at one location. Multiple circulation work stations are needed to accommodate the volume of users from time to time. Locating a circulation desk on the normal entry path also allows for a drop off location, as users return materials to the library. A work area adjacent to the circulation desk for librarians to organize returned materials for re-shelving and to prepare materials should be provided. These two adjacent work spaces should accommodate 2-3 librarians at a time.

The children's room is adequately sized and contains some space that could be reorganized if additional collection space is needed in the future. A growing group of young adults and adult parents or guardians are attending the children's story time. This group is expected to maintain size or even grow over the coming years. Currently the small activity room off of the circulation area or the public meeting room is used for this purpose. An area to accommodate 30 for story time should be provided. Children are learning to use computers in elementary school. The library should have access for children, and their parent or guardian, to computers in the children's room.

Computers have become an integral part of the community's use of the library. Members use computers to do research for projects, look up reference and collection materials not available in the library. Users who do not have access to a home computer also use them to prepare reports, resumes, and job search related tasks. Teens use them to research and prepare school reports and homework. The eight computer work stations are routinely occupied during normal business hours. These are adequate to serve the adult users. The library needs to add four computer work stations for teens/tweens and four in the children's area.

On line library and inter-library loan programs allow the library to reach and provide for the requests of the town residents. Inter-library loans require space to receive, organize, and box packages received from other libraries and to be delivered to other libraries. As the library members utilize these services more frequently in the future, a dedicated space for delivery and shipping of consortium packages will be needed. It is important that this space be located near the circulation area sot that staff members working at the circulation desk can perform the interlibrary loan tasks as well.

The library currently does not have any private, quiet, space for study or reference material review. These types of spaces allow users working on a project that requires concentration or privacy to work without the disruption of being in the main reference area. Two study rooms are needed to meet this need.

The current teen area is adjacent to the adult collections and in the same general volume of space as the research computer stations. The teen area can get noisy at times. The library staff struggles to maintain a reasonable level of sound in the area with the teens that frequent the library. A dedicated study and research space for young adults is needed to allow for some audible separation from the quiet study areas of the library.

Summary

The required area identified in the program for the library is within 1% of the current floor area of the building. The conclusion drawn from this information is that the library building is adequate to meet the projected needs of the department. The space needs analysis has identified some interior circulation and staff inefficiencies that can be corrected with some renovation and reconfiguration of existing spaces. The feasibility options included later in this report account for the reality that displacement of existing floor area for another function may not be able to be accomplished on a one for one basis.

Public Library

	Quantity	Size	Unit SF	Current Needs Meeting	Deficient	Future	Remarks
Administration							
Director	1	10 x 16	160	160			
Children's Librarian	1	10 x 14	140	140			work area and recirculation
Librarians	2						work areas included below
Children's Coordinator	1						
Library Aide - Part Time	4						
Temporary Aide	3						
Future							
Librarian - Full Time	1						
Part Time Aide	2						
			Sub-Total	300	0	0	

Employee Total: ***15***

Net, Office Space: ***300***
Add 60% Circulation Factor: *180*
Gross, Office Space: ***480***

	Quantity	Size	Unit SF	Current Needs Meeting	Deficient	Future	
Stacks and Reading							
Children's	1	16 x 14	224		*224*		includes computer stations
Reference	1	24 x 50	1200	*1,200*			
General Circulation	1	40 x 40	1600	*1,600*			includes audio
Support Areas							
Circulation Desk	1	10 x 20	200		*200*		
Delivery Packaging	1	10 x 20	200		*200*		state consortium packages
Recirculation	1	10 x 10	100		*100*		book repair and recirculation
Copy/Work Room	1	10 x 16	160	*160*			
Children's work room	1	10 x 16	160	*160*			
Meeting Room	1	20 x 40	800	*800*			
Breakarea and lockers	1	8 x 10	80			*80*	personal item storage
Lobby/Vestibule	1	12 x 12	144			*144*	
Study and Research							
Adult Computer Workstations	8	4 x 4	16	*128*			
Young Adult Comp Workstations	4	4 x 4	16			*64*	
Children's Comp Workstations	4		0			*0*	included in area above
Study Room	2	10 x 10	100			*200*	private quiet study rooms
Young Adults	1	12 x 16	192		*192*		
Story Time	1	10 x 20	200		*200*		
Utility							
Pubic ADA Toilet Room	2	7 x 8	56	*112*			
Staff Toilet (ADA)	2	7 x 8	56	*112*			one downstair one upstair
Elevator	1	6 x 8	48	*48*			
Elevator Machine	1	6 x 10	60	*60*			
			Sub-Total	4,380	1,116	488	

Net, Support Space: ***5,984***
Add 40% Circulation Factor: *2,394*
Gross, Support Space: ***8,378***

Total Gross Space ***8,858***

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Town Offices Program

The Town of Windham administrative department offices are situated within the Community Center and Administrative Offices building located at 8 School Road. The facility consists of a basement and two upper floors which are accessed from different finish grade elevations. The facility contains approximately 23,155 gross square feet of space in the wood framed structure. The total building area figure is calculated by SMRT using available floor plans of the building. The gross area used by SMRT differs slightly from the total building area used by previous consultants which was based on the building areas listed in the Assessor's database. Previous reports did not account for all occupied space in the building. In an attempt to provide comparison between current and projected use of space in the building, SMRT has used the recalculated existing area figures.

The building has been modified numerous times since the original building was constructed circa 1910. Additions and or renovations occurred between 1931 and 2007 that added to and modified the interior configuration of the building to its current configuration. Originally built and used as a junior/senior high school for the Town of Windham until 1964, the facility contained spaces organized as classrooms that have subsequently been converted to office space.

The Town Manager, Town Clerks offices, and Tax Collection office occupy the first level on the south side of the facility. This section of the facility is a single story slab-on-grade structure referred to as the Annex. Code enforcement, planning, economic development, and the assessor offices are located on the north end of the second floor of the center section of the facility. Information Technology, the Town Council Chambers, and communications room are located on the south side of the center building on the second floor. The north end of the facility consists of a gymnasium and elevated stage area utilized by the Parks and Recreation department as well as community groups.

SMRT has identified a total space need for the town office, including Parks and Recreation and Building and Grounds, at 24,809 square feet, 1,654 square feet more than the current building. The summary below identifies the deficiencies of each department. Note that there is 2,501 square feet of circulation space identified in the existing building area used in this analysis. The configuration of the current Community Center building creates some inefficiency in circulation accounting for some of this. Each department program prepared for this report includes a reasonable circulation factor dependent upon the type of space. Total program area and total building area should be compared with the understanding that this circulation space is not accounted for exactly.

Because the Parks and Recreation and Building and Grounds departments currently reside in the Community Center, they have been included in the summary of the Town Office program needs. The Building and Grounds department is also included in the Public Works program and master plan options identified for that department. One of the options for Parks and Recreation is construction of a new community center building. The space gained by relocation of these two departments is taken into account in the development of Community Center master plan options.

Town Office Departmental Space Needs Summary

Department	***Employees***	***Space Need***	***Current***	***Difference***
Town Manager	9	3,130	2,153	*-977*
IT	3	782	376	*-360*
Town Council/Broadcast	7	1,555	1,310	*-245*
Town Clerk	5	2,082	3,237 [1]	*-8*
Tax Collection	6	1,163		
Code Enforcement	5	1,540	2,960 [2]	*-1,238*
Planning	5.5	1,191		
Assessor	5	1,153		
Economic Development	1.5	314		
Parks and Rec [3]	55	8,325	7,466	*-859*
Building and Grounds	6	1,128	732	*-396*
Shared Common Areas		2,852	2,420	*-432*
			Total Deficiency	-4,811
Circulation Area [4]			2,501	
Total Area		***25,047***	***23,155***	

Department Summary Notes:
1. Total current area for both Town Clerk and Tax Collection departments.
2. Total current area for co-located Code Enforcement, Assessor, Planning and Economic Development departments.
3. Parks and Recreation program includes the current gym and auditorium spaces. Refer to Parks and Recreation program narrative for more comparison of current vs needed space.
4. Circulation area is unassigned existing stair, elevator and communicating spaces.

Space Needs Assessment

General

General storage and supplies are kept in the basement. Space available for general supplies is limited. Purchasing power and price reduction for bulk orders are not being utilized because of the limited space to storage the goods in the building. Receiving of goods and transporting to the storage areas in the basement requires hand carrying goods from the north end of the building to the south side of the middle section of the building (one end of the basement to the other). A larger general material storage and more efficiently located receiving area are needed.

The current employee break room on the first level of the annex is not sized to be utilized by more than 4-5 employees at a time. Not all departments or even employees within a department can take lunch or breaks at the same time during the day. An employee break area sized to accommodate at least 10-12 persons is needed.

Conference room spaces available for use by all departments should have adequate audio visual connections and devices. Employees use telephones, projectors, computers, and need television or video equipment to share and present work to others in attendance.

Currently the town offices do not have any fitness, locker room, or shower facilities. Locker rooms and showers allow staff to make use of lunch or break time for exercise. There are two single toilet rooms adjacent to the entrance of the center building. These are public use toilets and are frequently in use by groups using the gymnasium space and are not accessible to staff. A dedicated staff toilet(s) is needed for the first floor.

Town Manager

The Town Manager is required to be accessible to the public during office hours. Security and privacy are factors required to be balanced. A distinct separation of public space and private office space should be coordinated. Current office configuration does not provide any separation between the general office area and the public when they enter. The general entry area can become congested from time to time as it is also used as the main delivery mail area.

A conference space dedicated to the use of the town manager is needed to facilitate meetings with department heads, employees, and the general public. The town manager currently has conference space integral to the manager's office. The town manager's office space needs to be large enough to accommodate both a work area and conference space.

Social Services functions and responsibilities could grow in the future depending on a regionalization effort being considered. Currently there are two full time administrative positions. A third position would be needed for the anticipated future growth.

The assistant town manager is also the human resources director for the town. The human resource director needs a private room to conduct interviews, meet with staff and town employees. These conversations are typically confidential in nature. Employees need a workstation where they can receive training on software and other computer based programs utilized by the town. Some town employees do not have workspaces equipped with computers and use shared stations. There needs to be one or two training stations accessible by the human resources department for use. These stations could also be shared transient employee workstations when not being utilized for training purposes.

Most deliveries and mail for town office departments are delivered to the town manager's office. The purchasing agents and finance director work from within this office which provides a tracking method for receipt of all types of purchases made by the town. A room utilized as a general work area/mail room is needed to allow staff to receive goods, verify packing lists, and hold items until departments can pick them up.

Confidential, financial, and legal documents generated by the town are required to be kept and stored in paper form for this department. The basement storage area is not conditioned and creates a potential for damage to documents in the humid months of the year. An adequately sized file storage room adjacent to or accessible by the administrative assistants would facilitate more efficient use of the space and provide for a safer storage of critical town documents.

Information Technology

Information technology (IT) occupies two rooms in the northwest corner of the second level. Both the systems administrator and network technician share a work area sized for one person. The server room is a converted closet space and has a dedicated split-system type cooling unit to provide environmental control. The current server room is cramped and does not allow for any future expansion needs as the municipal network use and data storage requirements increase.

As more departments utilize programs and electronic filing and database systems, network administration and maintenance will require addition of another network technician to deal with day to day trouble shooting and help desk issues. Network technicians work with town employees via phone and utilize remote access to trouble shoot technical problems in all of the town's municipal buildings. Work space for the systems administrator and two network technicians is needed.

IT is responsible for configuration and maintenance on all town computers, printers, copiers and other network connected equipment. There needs to be a space for assembly, maintenance and repair of equipment. A work room computer build area with counter surface adequate to have multiple systems being configured or repaired at the same time is needed.

Storage for equipment is needed. This equipment can be computers, printers or parts needed on a revolving basis to maintain the more than 150 current devices and 50 plus printers used by the town.

The IT department needs access to a room large enough to train a group of employees on new or updated software. These groups can be as large as 8-10 at a time. A conference room sized large enough, and fitted with the required audio/visual devices, could be used when available. This type of training does not occur regularly. When it is required, being able to address multiple employees is a more efficient use of the IT staff's time.

Town Council

The town council chambers are located on the second floor of the center section of the building. Multiple departments utilize the chambers for regular meetings with public groups. These meetings can range from 5-6 people to as many as 20 or more.

The council needs a private room to retire to for non-public executive sessions. This room would need to accommodate council members, the town manager, and other staff or persons as determined. The room should be sized to accommodate 10-12 persons. An adjacent conference room appropriately sized could accommodate this need.

Council meetings are televised over the town's local cable access network. The adjacent studio provides space for recording, mixing and broadcasting equipment. Direct adjacency with visual observation of the council chambers is required.

Town Clerk and Tax Collection

The town clerk and tax collection offices interact with the public on a regular basis. The service counter is located along the main corridor of the annex. Queuing lines are formed in the corridor to wait for service by one of the deputy town clerks. There should be separate queuing lines for the town clerk and tax collection services. The customer service clerks in each department are cross trained to help during high volume times. Although lines are not usually long for service, staff reported a wait almost every day. This indicates a steady usage of the existing 9 counter positions. This volume is expected to steadily climb in the future and at least 3 full time staff positions are anticipated. There is little way-finding signage to help customers to the correct line or counter area. Adding additional signage at eye level or lower as customers enter the annex corridor will assist in directing them to the proper counter and improve the flow through rate.

The customer service counter positions currently have no separation between stations. There is no privacy for customers requiring information or assistance from the clerk and tax collection while at the counter. A form of privacy screen between counter work stations could be added to achieve a higher level of privacy for customers at the service counter. Additionally, there are some customers who have sensitive personal matters to review with clerks. A small conference room for 2 or 3 people is needed on a regular basis to accommodate these confidential discussions.

Each clerk needs a work station to complete assigned tasks when not serving customers at the counter.

Both the town clerk and tax collector are required to maintain paper records. The need for vault protected file storage is not expected to diminish in the future. The current vault located in the basement is out of storage space. A space twice the current size is needed. Currently the vault is located in the basement. It would be advantageous to the staff to have the vault space more accessible to work spaces because of the frequency of use during the day.

The town clerk is required to maintain election equipment in a secured location. The clerk needs a dedicated storage room that is lockable to store the bins for ballots, the election booths, signs, and the voting machines. These are currently locked in her office taking up work space.

A securable file room for license plates and registration stickers, checks, quick claim deeds, liens, and discharges, is needed. The space currently used is not large enough for current needs. Additional space should be provided to allow for future needs.

Code Enforcement

Code Enforcement is co-located with the planning, assessing, and economic development departments. These four departments work closely with each other and have similar needs. The current arrangement works well for all four departments and there is not any anticipated change required in the future. The customer service area is open to the work spaces and files of all four departments. An arrangement to provide a separation of the public and employee work spaces that would provide some security to these co-located departments is needed.

Staffing in the code enforcement office is expected to increase in the future. An additional code enforcement officer, to facilitate field inspections, will be needed. There is an initiative currently to provide mobile devices (iPads) for inspections. This will allow code officials to be more efficient in the field during onsite inspection, allowing them to access files and plans more effectively. The anticipated increase in work load for the department is expected to balance with the achieved efficiency of field inspections. The anticipated increase will create the need for an additional administrative assistant.

The customer support and service area is currently shared with planning and assessing. There needs to be a space large enough for each department to serve customers at the same time. A space is needed for a computer work station for customers to access on line records. Customers also need to be able to review tax and flood plain maps, so an area large enough for 30 x 42 drawings is needed. Four customer service areas should be provided.

Storage space for files is at capacity currently. Some electronic storage will help alleviate some of this space crunch. There is a need for file cabinet storage space in addition to the current usage.

The department needs to use conference room space when meeting with more than 1 or 2 customers to discuss a project. The number of participants is variable, however, and usually is between 4 and 10 participants, including staff. The department staff meets bi-weekly to discuss ongoing projects and reviews. These functions can be shared with other departments in a properly scheduled conference room.

Planning

Planning and Code Enforcement receive and review plans submitted as part of applications for permits and approval. These plans are large and need an area to layout and review. Some applications involving multiple department staff and a shared location could accommodate both needs.

Planning staff need a space adequately sized for board packet preparation. Each board member and department head receives a packet of information including plans, reports, and memos for each application being considered. There needs to be a dedicated space for preparation of these packets within the work space of the department.

As the frequency, type, and number of applications before the planning board increase in the future, there may be a need for a dedicated town engineer staff position. This position would review submitted applications for adherence to town standards for construction of roads, parking, drives and site related elements.

Legal record keeping requirements of the files stored by planning make it necessary to maintain files forever. There is not currently any ability to digitize these files so additional space for files will continue to grow. Some space could be freed up by developing a plan to digitize historical planning documents that are not legally required to be maintained in hard copy. Time required by staff to scan documents and maintain a data base of the digital information has hindered this effort to date. Once completed, a historical planning data base properly maintained and updated could reduce the interaction with the public at the service counter. Customers could access files via the public computer terminal.

The planning department typically has need for a conference room on a daily basis. These meetings are usually with up to 5 to 6 people. A common shared conference room, properly scheduled, will meet this need.

Assessor
The administrative assistant position works closely with the staff of the code office and planning office. This coordination is part of the rationale for the co-location of these departments. It allows the administrative assistants of each department to better serve the public, deal with incoming calls and coordinate meetings with town citizens.

The customer service counter can become chaotic when all three departments are serving customers at the same time. Staff working at a desk can be distracted by the constant conversation adjacent to the work stations. Additional space is not required to overcome these challenges, however a configuration that allows some audio and or visual segregation of the work area and public service counter could be provided.

The GIS and mapping services of the town are provided by staff in the assessing department. The GIS administrator currently splits time between assessing and GIS/Mapping tasks. As this function grows in complexity, in the future GIS may become an independent sub-department of the Assessor requiring staff and work area separate from the assessing spaces. The GIS work requires intense concentration and also confidential conversations about properties. The administrator needs a quiet private work space to update and maintain GIS information.

The staff has identified a need for more storage space. The current file cabinets are shared with the code enforcement staff. Staff of both departments have indicated a need for additional storage space that electronic file storage may or may not be able to offset. File storage needs to be allocated.

Assessing will utilize conference room space on a daily basis. Typically these meetings are 2-4 people with some larger groups from time to time. The shared conference room spaces identified will accommodate this need.

WEDC
There may be a reorganization of the economic development function in the Town in the future. This reorganization may necessitate locating the economic development department in a different geographical location in the town. Currently the mission of the department, to encourage economic growth and development in the town to improve the quality of life for its citizens, is well suited to be co-located with the code enforcement, planning, and assessor departments. There are a number of departmental tasks that require involvement or consultation with these departments.

WEDC frequently needs a conference space for meetings with clients, and for regular board meetings. Shared conference rooms utilized by other departments would satisfy this departmental need. Client meetings are usually 2 to 6 people while board meetings are up to 15 people. Conference rooms used for economic development meetings need presentation, video conferencing, and telephone capabilities.

Building and Grounds

The building and grounds staff and space needs have been included in the Public Works program. Currently this department is located in the Community Center building. Office space, storage, and work areas are located in the basement and gym areas of the building. As discussed in the Public Works feasibility options and program narrative, these spaces would be accommodated in all of the options for providing the expansion needs of the Public Works Department. This would create some additional storage space in the basement of the Community Center building to meet the needs of other Town Office Departments.

Program Legend
- Area currently adaquate for need - Green
- Area currently deficient to meet need - Purple
- Need currently unavailable or future - Red

Town Manager

Personnel	*Quantity*	*Size*	*Unit SF*	*Current Need* Meeting	Deficient	Future	*Remarks*
Town Manager	1	14 x 20	280	280			Integral Conference Space
Assistant Town Manager/HR	1	10 x 12	120	120			
Administrative Assistant	1	8 8	64		64		
Finance Director	1	10 x 12	120	120			
Finance Admin Assistant	2	8 8	64		128		
Future							
HR Training Station	2	4 x 8	32			64	
Social Services	1	8 x 8	64			64	
			Sub-Total	520	192	128	

Employee Total: **9**

Net, Office Space:	***840***
Add 45% Circulation Factor:	*378*
Gross, Office Space:	***1,218***

Office Support Space	*Quantity*	*Size*	*Unit SF*	*Current Need* Meeting	Deficient	Future	
Work Area:							
Interview Room	*1*	*10 x 10*	100			*100*	
File Copy and Mail Room	*1*	*12 x 12*	144			*144*	
Entry/Reception Area	*1*	*4 x 8*	32			*32*	
Personnel Records	*1*	*10 x 15*	150		*150*		
Training Workstations	*2*	*6 x 6*	36			*72*	
File Storage	*1*	*10 x 10*	*100*	*100*			
Archive Storage	*1*	*24 x 35*	*840*		*840*		*located in the basement*
			Sub-Total	*100*	*990*	*348*	

Net, Office Support Space:	***1,438***
Add 30% Circulation Factor:	*431*
Gross, Office Support Space:	***1,869***

Office Equipment	*Quantity*	*Unit SF*	*Current Need* Meeting	Deficient	Future
Printers	*2*	*3*	*6*		
Copier	*1*	*15*	*15*		
Shredder	*1*	*3.5*	*3.5*		
Mail Meter and Scale	*1*	*8*	*8*		
Typewriter	*1*	*3*	*3*		
		Sub-Total	*36*	*0*	*0*

Net, Office Equipment Space:	***36***
Add 20% Circulation Factor:	*7*
Gross, Office Equipment Space:	***43***

Department Total	***3,130***

Notes:
1
2

Additional Requirements:
Conference and training rooms in shared area program
Break room/lunch room in shared area program

Program Legend
Area currently adaquate for need - Green
Area currently deficient to meet need - Purple
Need currently unavailable or future - Red

Information Technology

Personnel	*Quantity*	*Size*	*Unit SF*	*Current Needs* Meets	Deficient	Future	*Remarks*
Systems Administrator	1	8 x 10	80		80		
Network Technician	1	8 x 10	80		80		
Future							
Network Technician	1	8 x 8	64			64	
			Sub-Total	0	160	64	

Employee Total: 3

Net, Office Space:	**224**
Add 45% Circulation Factor:	*101*
Gross, Office Space:	**325**

Office Support Space	*Quantity*	*Size*	*Unit SF*	*Current Need* Meets	Deficient	Future
Work Area:						
Server Room	*1*	*14 x 20*	280		280	
Build Area	*1*	*8 x 8*	64			64
			Sub-Total	0	280	64

Net, Office Support Space:	**344**
Add 33% Circulation Factor:	*114*
Gross, Office Support Space:	**458**

Department Total 782

Notes:
1
2

Additional Requirements:
Conference and training rooms in shared area program

Program Legend
Area currently adaquate for need - Green
Area currently deficient to meet need - Purple
Need currently unavailable or future - Red

Town Council

	Quantity	Size	Unit SF	Current Needs Meeting	Deficient	Future	Remarks
Council and Broadcast							
Council Chambers	1	24 x 40	960	*960*			multiple meeting uses
Executive Session Room	1	12 x 16	192		*192*		could be shared conference room
TV/Broadcast	*1*	*10 x 20*	200	*200*			
			Sub-Total	*1,160*	*192*	*0*	

Council Members 7

Net, Council/Broadcast Space: ***1,352***
Add 15% Circulation Factor: *203*
Gross, Council Broadcast Space: ***1,555***

Notes:
1
2

Additional Requirements:

Town of Windham
Space Needs Analysis
Facilities Master Plan

Program Legend
Area currently adaquate for need - Green
Area currently deficient to meet need - Purple
Need currently unavailable or future - Red

Town Clerk

Personnel	*Quantity*	*Size*	*Unit SF*	*Current Need* Meets	Deficient	Future	*Remarks*
Town Clerk	1	12 x 12	144	144			existing office
Deputy Clerk - 36 hrs	2	8 x 8	64	128			common open area
Deputy Clerk - 24 hrs	2	8 x 8	64	128			common open area
Future							
Deputy Clerk - FT	1	8 x 8	64			64	
Deputy Clerk - PT	1	8 x 8	64			64	
Counter Positions	5	4 x 8	32	160			current counter
			Sub-Total	560	0	128	

Employee Total: **7**

Net, Office Space: **688**
Add 45% Circulation Factor: 310
Gross, Office Space: **998**

Office Support Spaces	*Quantity*	*Size*	*Unit SF*	*Current Needs* Meets	Deficient	Future	
Customer Queue	1	8 x 12	96	96			
Office Supply Storage	1	8 x 10	80		80		
Vault	1	20 x 25	500		500		*located in the basement*
File Stroage	1	6 x 8	48	48			
Offoce Support Equipment				62			
Election Equipment	1	6 x 8	48			48	
			Sub-Total	206	580	48	

Net, Office Support Space: **834**
Add 30% Circulation Factor: 250
Gross, Office Support Space: **1,084**

Department Total **2,082**

Notes:
1
2

Additional Requirements:
Conference and training rooms in shared area program
Toilets in shared area program

Program Legend
Area currently adaquate for need - Green
Area currently deficient to meet need - Purple
Need currently unavailable or future - Red

Tax Collection

Personnel	*Quantity*	*Size*	*Unit SF*	*Current Needs* Meets	Deficient	Future	*Remarks*
Assistant Tax Collector	1	12 x 12	144	144			Existing office
Administrative Assistant	1	8 x 8	64	64			common open area
Administrative Assistant	1	8 x 8	64	64			common open area
Administrative Assistant	1	8 x 8	64	64			common open area
Future							
Full Time	1	8 x 8	64			64	
Part Time	1	8 x 8	64			64	
Counter Positions	4	4 x 8	32	128			
			Sub-Total	464	0	128	

Employee Total: **6**

Net, Office Space:	***592***
Add 45% Circulation Factor:	*266*
Gross, Office Space:	***858***

Office Support Spaces	*Quantity*	*Size*	*Unit SF*	*Current Needs* Meets	Deficient	Future
Customer Queue	*1*	*8 x 12*	96	*96*		
File Storage	*1*	*9 x 9*	81		*81*	
			Sub-Total	*96*	*81*	*0*

Net, Office Support Space:	***177***
Add 30% Circulation Factor:	*53*
Gross, Office Support Space:	***230***

Office Support Equipment	*Quantity*	*Unit SF*	*Current Needs* Meeting	Deficient	Future
Equipment					
Printers		*2.0*	*4*		
Copier		*7.0*	*7*		
Dell Printer		*3.5*	*3.5*		
Shreader		*2.0*	*2*		
MV Printer and Stand	1	4.0	*4*		
Work Table	2	12.5	*25*		
Utilitiy Carts	3	5.5	*16.5*		
		Sub-Total	*62*	*0*	*0*

Net, Office Equipment Space:	***62***
Add 20% Circulation Factor:	*12*
Gross, Office Equipment Space:	***74***

Department Total	***1,163***

Notes:
1
2

Additional Requirements:
Refer to shared ares program for additinoal space

Program Legend
- Area currently adaquate for need - Green
- Area currently deficient to meet need - Purple
- Need currently unavailable or future - Red

Code Enforcement

Personnel	*Quantity*	*Size*	*Unit SF*	*Current Needs* Meeting	Deficient	*Future*	*Remarks*
Director - Office	1	12 x 18	216	216			current office
CEO - Office	1	12 x 19	228	228			current office
Administrative Assistant	1	8 x 8	64	64			open office
Future							
CEO - Office	1	10 x 12	120			120	
Administrative Assistant	1	8 x 8	64			64	
			Sub-Total	508	0	184	

Employee Total: **5**

Net, Office Space: **692**
Add 45% Circulation Factor: *311*
Gross, Office Space: **1,003**

Office Support Space	*Quantity*	*Size*	*Unit SF*	*Current Needs* Meeting	Deficient	*Future*	
File Storage	1	16 x 16	256		256		
Customer Service	3	6 x 6	36		108		shared with Planning/Assessing
Customer Computer Station	1	6 x 6	36		36		
			Sub-Total	0	400	0	

Net, Office Support Space: **400**
Add 30% Circulation Factor: *120*
Gross, Office Support Space: **520**

Office Equipment	*Quantity*	*Unit SF*	*Current Needs* Meeting	Deficient	*Future*
Work Area:					
Printers		3	0		
Copier		10	10		
Shredder		3.5	3.5		
		Sub-Total	14	0	0

Net, Office Equipment Space: **14**
Add 20% Circulation Factor: *3*
Gross, Office Equipment Space: **16**

Department Total **1,540**

Notes:
1
2

Additional Requirements:
Conference and training rooms in shared area program

Program Legend
- Area currently adaquate for need - Green
- Area currently deficient to meet need - Purple
- Need currently unavailable or future - Red

Planning

Personnel	*Quantity*	*Size*	*Unit SF*	*Current Needs* Meeting	Deficient	Future	*Remarks*
Administrator	1	12 x 15	180	180			
Full Time Office	1	10 x 12	120	120			needed office
Full Time Work Space	1	8 x 8	64	64			open office
Full Time Work Space (Vacant)	1	8 x 8	64	64			open office
Administrative Assistant	0.5	8 x 8	64	32			open office
Future							
Town Engineer	1	8 x 8	64			64	
			Sub-Tota	460	0	64	

Employee Total: ***5.5***

Net, Office Space: ***524***
Add 45% Circulation Factor: *236*
Gross, Office Space: ***760***

Office Support Space	*Quantity*	*Size*	*Unit SF*	*Current Needs* Meeting	Deficient	Future	
Conference Room					0		
Training Room					0		
File Storage	1	10 x 20	200		200		
Plan Review Area	1	4 x 10	40			40	Shared with codes
Layout Area	1	8 x 10	80			80	counter - packet prep
			Sub-Tota	0	200	120	

Net, Office Support Space: ***320***
Add 30% Circulation Factor: *96*
Gross, Office Support Space: ***416***

Office Equipment	*Quantity*	*Unit SF*	*Current Needs* Meeting	Deficient	Future
Work Area:					
Printers		3			3
Copier		10			10

Net, Office Equipment Space: ***13***
Add 20% Circulation Factor: *3*
Gross, Office Equipment Space: ***16***

Department Total ***1,191***

Notes:
[1] *Administrative assistant shared with Econcomic Development*
[2] *Common Customer area in Code Enforcement Program*

Additional Requirements:

Program Legend
Area currently adaquate for need - Green
Area currently deficient to meet need - Purple
Need currently unavailable or future - Red

Assessor

Personnel	*Quantity*	*Size*	*Unit SF*	*Current Needs* Meeting	Deficient	Future	*Remarks*
Assessor - Office	1	12 x 12	144	144			current office
Assitant Assessor - Office	1	10 x 12	120	120			open office
Appraiser	1	8 x 8	64	64			open office
Administrative Assistant	1	8 8	64	64			open office
Future							
GIS Administrator	1	10 x 12	120			120	Determine requirements
			Sub-Total	392	0	120	

Employee Total: **5**

Net, Office Space:	***512***
Add 45% Circulation Factor:	*230*
Gross, Office Space:	***742***

Office Support Space	*Quantity*	*Size*	*Unit SF*	*Current Needs* Meeting	Deficient	Future
File Storage	1	16 x 16	256		256	
			Sub-Total	0	256	0

Net, Office Support Space:	***256***
Add 30% Circulation Factor:	*77*
Gross, Office Support Space:	***333***

Office Equipment	*Quantity*	*Unit SF*	*Current Needs* Meeting	Deficient	Future
Work Area:					
Printer	*3*	*3*	*9*		
Map Plotter	*2*	*16*	*32*		
Shredder	*1*	*3.5*	*3.5*		
Plan Layout Area (30x96)	*1*	*20*	*20*		
		Sub-Total	*64.5*	*0*	*0*

Net, Office Equipment Space:	***65***
Add 20% Circulation Factor:	*13*
Gross, Office Equipment Space:	***77***

Department Total	***1,153***

Notes:
[1] *Common Customer area in Code Enforcement Program*
[2]

Additional Requirements:
Conference and training rooms in shared area program

Program Legend
- Area currently adaquate for need - Green
- Area currently deficient to meet need - Purple
- Need currently unavailable or future - Red

Economic Development

Personnel	*Quantity*	*Size*	*Unit SF*	*Current Needs* Meeting	Deficient	Future	*Remarks*
Full Time	1	10 x 12	120	120			current office
Administrative Assistant	0.5	8 x 8	64	32			open office
Future							
none projected							
			Sub-Total	152	0	0	

Employee Total: ***1.5***

Net, Office Space:	***152***
Add 45% Circulation Factor:	*68*
Gross, Office Space:	***220***

Office Support Space	*Quantity*	*Size*	*Unit SF*	*Current Needs* Meeting	Deficient	Future
File Storage	1	6 x 10	60	60		
			Sub-Total	60	0	0

Net, Office Support Space:	***60***
Add 30% Circulation Factor:	*18*
Gross, Office Support Space:	***78***

Office Equipment	*Quantity*	*Unit SF*	*Current Needs* Meeting	Deficient	Future	
Work Area:						
Printer/Copier		3	3			
Copier		10	10			
Trade Show Booth						*Need to determine area need*
		Sub-Total	13	0	0	

Net, Office Equipment Space:	***13***
Add 20% Circulation Factor:	*3*
Gross, Office Equipment Space:	***16***

Department Total	***314***

Notes:

[1] *Administrative assistant shared with planning*

[2]

Additional Requirements:

Conference and training rooms in shared area program

Program Legend
Area currently adaquate for need - Green
Area currently deficient to meet need - Purple
Need currently unavailable or future - Red

Building and Grounds

	Quantity	Size	Unit SF	Current Needs: Meeting	Current Needs: Deficient	Future	Remarks
Employees							
Supervisor	1	12 x 16	192	192			
Custodians	3		0				no physical space allowance
Grounds Crew	2		0				no physical space allowance
Employee Total:	***6***						
Support Space							
Workshop	1	12 x 14	168		168		
Parts Storage	1	10 x 10	100		100		
Storage							
Bulk storage	1	20 x 30	600		600		insufficient current area
			Sub-Total	192	868	0	

Net, Office Support Space:	***1,060***
Add 30% Circulation Factor:	*318*
Gross, Office Support Space:	***1,378***

Notes:

1

2

Additional Requirements:

Program Legend
Area currently adaquate for need - Green
Area currently deficient to meet need - Purple
Need currently unavailable or future - Red

Shared Resources

	Quantity	Size	Unit SF	Current Needs: Meeting	Current Needs: Deficient	Future	Remarks
Shared Spaces							
Conference Room							
Small	3	10 x 20	200	*600*			
Large	1	12 x 16	192	*192*			
Training Room	2	20 x 24	480			*960*	
Pantry	1	9 x 10	90		*90*		
Toilet Rooms - Public	*2*	*7 x 8*	56	*112*			
Toilet Rooms - Private	*4*	*7 x 8*	56			*224*	
Lunch/Break Room	*1*	*12 x 16*	192		*192*		
Utilities							
Mechanical	1	10 x 24	240	*240*			
Electrical	1	10 x 20	200	*200*			
Tel/Data	1	8 x 8	64	*64*			
			Sub-Total	*1,408*	*282*	*1,184*	

Net, Office Support Space:	***2,874***
Add 30% Circulation Factor:	*862*
Gross, Office Support Space:	***3,736***

Notes:

1

2

Additional Requirements:

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Parks and Recreation

Parks and Recreation occupy space on the second floor of the Town Hall and Community Building. The department's administrative space currently includes approximately 970 square feet of office area with a customer service counter and another 796 square feet of storage space spread throughout the building. The total departmental area currently occupied is 1,766 square feet. The department also maintains, coordinates and schedules activities in the 5,700 square foot gym and auditorium. The program developed for Parks and Recreation identifies 2,600 square feet of needed space for the department, and assumes the 5,700 square feet of gym/auditorium space. The administrative space program is 834 square feet more than currently occupied by the department.

Storage is a significant space issue for the Parks and Recreation department. Large amounts of equipment for sports and other activities are stored in bins or crates. These bulky items are not currently organized or located in an easily accessible or secure location. Some bins are located in corridor spaces creating fire code violations in the building. A dedicated and securable room for storage of all miscellaneous equipment should be provided for the department's use.

The open office area is directly connected to the customer service area. The department routinely has confidential and personal communication with registrants at the counter. These conversations can be for a number of issues or subjects including payment plans or inability to make payments. Staff must utilize a shared conference room or the director's office, if necessary. A consultation room should be provided to accommodate this space need.

The Community Center Gym is used by the department for multiple programs though-out the year. It is also shared with the Windham Center Stage Theater group, who stage performances multiple times a year. The use of the Gym by WCST creates a deficiency for programs offered by Parks and Recreation such as basketball and volleyball. Coordinating the needs of the WCST and Parks/Recreation can be troublesome. The Parks and Recreation staff utilizes some of the school gym space in the town for coordination of activities and programs. Those facilities are also heavily booked with school sports functions year round. The space available in the gym is not adequate for the department's needs currently. Current programs offered would be expanded except for this lack of available gym space to schedule. The Department does not have the capacity to develop and schedule new programs. The gym space is currently scheduled to maximum efficiency. Additional gymnasium space for current and new programs is required.

Way-finding through the existing building configuration is sometimes not clear. The Parks and Recreation staff routinely receives visitors looking for either the Town Clerk or Codes and Planning office. A building wide review of the way-finding signage and directions should be undertaken.

The staff utilizes shared conference rooms within the building when required to meet with more than 3-4 staff at one time. Several times a year, training sessions are held at available larger spaces in one of the other town buildings. These uses are not frequent enough to require a dedicated conference or training room for Parks and Recreation. The department would benefit from a larger training room space located at the Town Office building as identified in this report.

There are currently no toilet facilities on the second level of the Community Center building. Staff must either use toilets located in the Codes and Planning office on the floor above, or the public toilets on the floor below. Staff toilet facilities are needed on each of the three levels of the town office building to efficiently provide for staff needs without staff traveling too far through the building.

Summary

The needs of the Parks and Recreation department will increase proportionally to the number of facilities and programs coordinated by the department. Additional storage space is needed to accommodate the current equipment, and will need to be expanded in the future. Staffing and office space are adequately sized and there are no projected increases in the future. The current gym space is inadequately sized for the current program uses and expansion proportionate to the growth of the department growth.

Current Departmental Area	1766 sf	
Gym/Auditorium	5700 sf	
Total Current Area	7466 sf	
Current Departmental Space Deficiencies		
Storage	1575 sf	
Gym	6220 sf	
Future Departmental Space Needs		
Admin and Storage	2,600 sf	Need 834 sf (47%)
Gym and Auditorium	6220 sf	Need 2073 sf (50%)

Parks and Recreation

Personnel	***Quantity***	***Size***	***Unit SF***	***Current***	***Deficient***	***Future***	***Remarks***
Director	1	10 x 12	120	*120*			
Programmer	1	10 x 12	120		*120*		
Sr. Programmer	1	8 8	64	*64*			
Administrative Assistant	1	8 8	64	*64*			
Trail Maintenance	1	8 8	64		*64*		
Field Employees	50						no office space provided
			Sub-Total	*248*	*184*	*0*	

Future
TBD by facility expansion

Employee Total:	***55***	***Net, Office Space:***	***432***
		Add 45% Circulation Factor:	*194*
		Gross, Office Space:	***626***

Support Space	***Quantity***	***Size***	***Unit SF***	***Current***	***Deficient***	***Future***	
Customer Counter	1	8 x 16	128	*128*			
Consultation Room	1	10 x 10	100	*100*			2-3 persons
Equipment Storage	1	30 x 34	1020		*1,020*		
File Storage	1	12 x 16	192		*192*		
Work Prep Area	1	6 x 10	60	*60*			
			Sub-Total	*288*	*1212*	*0*	

Net, Support Space:	***1,500***
Add 30% Circulation Factor:	*450*
Gross, Office Support Space:	***1,950***

Office Equipment	***Quantity***	***Unit SF***	***Current***	***Deficient***	***Future***
Work Area:					
Printers	*2*	*5*	*10*		
Copier	*1*	*10*	*10*		
		Sub-Total	*20*	*0*	*0*

Net, Office Equipment Space:	***20***
Add 20% Circulation Factor:	*4*
Gross, Office Equipment Space:	***24***

Department Total	***2,600***

Gym and Auditorium							
Gym and Auditorium	1	60 x 96	5760		*5760*		
Production/Stage Sound	1	12 x 16	192	*192*			
Toilets - M	1	10 x 15	150	*150*			
Toilets - W	1	10 x 15	150	*150*			
Kitchen	1	12 x 16	192	*192*			
Storage	2	12 x 12	144	*288*			verify current use of storage
Storage	1	16 x 16	256	*256*			
Storage	1	16 x 24	384	*384*			
			Sub-Total	*1,612*	*5,760*	*0*	

Net, Gym and Auditorium:	***7,372***	
Add 8% Circulation Factor:	*590*	(existing space factor)
Gross, Gym and Auditorium:	***7,962***	

Notes:
[1] *Training and Staff meeting spaces utilize Shared Areas.*
[2] *Gym and Auditorium space included as separate from department total*

Additional Requirements:

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Facilities Master Plan

TAB 3

Facilities Master Plans

Following the determinations of space needs for each of the departments, SMRT compared the identified space need to the existing facilities occupied space. This analysis was performed on a department by department basis. Where multiple departments occupy the same facility this analysis is performed with aggregate areas of departments that share space. Specific data on the size of individual program areas was not available to SMRT for use in this report. Measured drawings of current floor plan layouts are not available for all buildings.

With the exception of the Public Works garage and the South Windham fire station, SMRT found that some of the required space needs could be accomplished with renovations to existing structures. Options presented in this report include renovations that achieve a portion of the space needs and should be evaluated as short term solutions, especially where future space needs cannot be met. With the exception of the Public Library, SMRT did not find that any of the departments are operating in a current space that if laid out more efficiently would achieve the currently identified program needs. All other departments lack the necessary area to achieve this goal. The East Windham fire station option utilizes current building area, however requires the concession of usable meeting space to meet the needs of the department.

In review of the Public Works department we found that none of the current needs are adequately being met. Furthermore, the facility does not have any available space to reconfigure to provide for any needs without sacrificing existing uses. SMRT recommendations for the Public Works building are that a new facility be constructed to provide for current and future needs. We have included an option for an addition to provide some capacity to meet the current needs. This is only a short term measure and should only be considered in conjunction with other long term goals to provide for the identified space needs of this department.

The South Windham fire station is in a similar state as the Public Works garage when analyzing space needs. The department has utilized all available area in the building and is not meeting the current needs. The use of bunk rooms directly off of the apparatus bay is not a recommended practice and should be a priority to resolve. The site of the fire station is also problematic and the options presented attempt to improve the apparatus access to and from the facility in addition to meeting the space needs of the department.

Options proposed for the Public Library include reconfiguration of existing spaces to produce more efficient use of the space. There is an opportunity to achieve some, if not all, of the identified space needs for the Library through reconfiguration and repurposing of space within the facility.

In analysis of the Community Center and Town Hall building SMRT found a number of currently occupied areas that are deficient to meet space needs. The most common type of space need identified is storage, for both equipment and files. The departments occupying the building, given recent renovations are utilizing available space effectively if not completely efficiently. The configuration of the building and its construction history make it difficult to directly compare anticipated gross area factors (as indicated in the departmental programs) and the current configuration of circulation and common areas. It is not possible in this report to determine on an office by office or space by space comparison any additional efficiency to be achieved. It is our opinion that the only means to remedy the identified space needs deficiency is to relocate some of the department area to another location or to provide additional building floor area. The options identify proposed solutions by co-locating the Building and Grounds department with Public Works, by providing space for Parks and Recreation in another location, and by constructing an addition to the Annex building.

Each facility option is accompanied by a construction cost estimate to provide the Town with a budgetary outline. The cost estimates included in this report are based on preliminary concepts and should not be interpreted as final construction estimates. They are presented to assist the town in capital planning efforts. If the Town decides to proceed with any of the options presented here, the next step should be an in-depth conceptual and schematic design processes which should include a more developed design of the project and its potential costs. We have included an allowance in each cost estimate for soft costs typical on all construction and renovation projects. These soft costs included design fees, regulatory permits, insurance coverage premiums, and legal fees among others.

The cost estimates for each option were developed using a combination of standard construction cost estimating guides and historical data collected by SMRT. Estimates including costs for new construction are developed using information on square foot assemblies cost. A detailed breakdown of these estimates can be found in Appendix B. Each estimate is developed using the Construction Specifications Institute Uni-Format. National Cost Data on building construction assemblies prepared by RS Means was used. The estimate cost included in the feasibility options have been rounded up. Refer to the cost summaries in Appendix B for more detailed breakdown of the estimated costs.

An estimate for a new building is broken down into basic functional areas of sub-structure (foundations and slab), shell (exterior walls and roof), interiors (partitions and fixtures inside the building), Services (HVAC, plumbing and electrical), Equipment and Furnishings, and Site work. Equipment and furnishings is typically an allowance based on SMRT experience with similar types of projects. Equipment and Furnishings will vary between departments and include such items as furniture, desks, chairs, special equipment, and telephone systems.

Site work costs are also based on SMRT historical data collected on similar types of buildings and sites. Site costs from project to project do not correlate to an identifiable cost per square foot. Factors such as existing soil conditions, presence of ledge requiring blasting, availability of required utilities, ground water conditions, and presence of hazardous materials are all factors that cannot be determined or accounted for until a more in-depth survey and investigation are completed. For the purposes of this report SMRT did not have the information available to make any more detailed analysis. For each option including new building area it is assumed that the site conditions will allow the expansion or addition. These assumption will need to be verified through due diligence should the Town decide to pursue any of the options.

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Public Works Department

The public works department has outgrown its current building. The office areas are in poor condition and facilities are not adequate for the staffing levels. Currently, even for staffing levels of 22, there is no space available in the building for additional toilets or changing room areas. The space needs analysis identified deficiencies in each of the existing areas of the building. The public works building requires 55% more space to meet the current needs of the department.

As Windham continues to grow, the projected need for fleet crew, equipment, maintenance space and storage will exceed the space available for any addition to the existing building. Any addition to the existing building should be viewed as a short term solution.

The salt shed on the site meets the storage needs of the department. The spoil and laydown areas available to the department are located on different sites throughout the town. There are efficiencies that could be achieved by consolidating these areas in one location closer to the main facility. The relocation of site storage areas should be secondary to providing for the fleet maintenance and office areas identified in the space needs analysis.

There is an opportunity with Options B and C below to allow the Windham Raymond School District to utilize the current building for additional maintenance and garage space.

Option A
Add a 3 bay addition with second level office space to the south side of the existing building. The addition is estimated at 2,400 square feet total. The ground floor level would be 1,800 square feet of bay and equipment space. A 900 square foot second level would provide for some expansion capability. The addition would be masonry wall and steel framed.

1 – Service Bay and 2 Equipment bays
Additional storage area for Parts and Equipment
Expanded Office areas

Estimated Cost: $628,000

Option B
Construct a new public works facility on the existing site. The existing building could be demolished to create space on the site or remain for use by the school department. The new building would be 22,896 square feet to accommodate current and future Public Work needs.

Estimated Cost: $4,412,000
Estimate Demolition Cost: $45,000

Option C
Abandon the current public works facility. Relocation of the salt shed is not included in the estimated costs of this option. Construct a new public works facility on the Morrell site at the intersection of Routes 302 and 202. The new public works facility would share the site with a public safety building (refer to Public Safety Options). The building and cost estimate is the same as used for Option B above.

Estimated Cost: $4,412,000

Public Works Cost Summary

Option A

2,400 square foot addition masonry and steel construction -
3 apparatus bays with administrative second level.
1800 sf slab area for bays - 900 sf second level
Building perimeter 45x40. 170 lf of wall. 4,280 sf of exterior wall area

	Assembly	Description	Quantity	Units	Costs	Costs
	A Sub-Structure					
	Foundations	concrete spread footing	1,800	sf ground	$ 2.25	$ 4,050
	Slabs	6 inch reinforced concrete	1,800	sf slab	$ 7.82	$ 14,076
						$ 18,126
	B Shell					
	Roof	Metal joist - flat	1,800	sf roof	$ 5.60	$ 10,080
	Roof Covering	TPO/EPDM membrane 60 mil	1,800	sf roof	$ 2.70	$ 4,860
	Walls	CMU	4,280	sf wall	$ 12.86	$ 55,041
	Doors	OH steel insulated (3@14x16)	627	sf door	$ 20.76	$ 13,017
	Exterior Windows	include 6 double glazed insulated	6	each	$ 800.00	$ 4,800
	Elevated slab	2nd level admin 20ft span 100 psf	900	sf floor	$ 10.53	$ 9,477
						$ 97,274
	C Interiors					
	Partitions	CMU Garage 100sf per lf of wall	288	sf wall	$ 7.75	$ 2,232
		Drywall offices 50 sf per lf of wall	216	sf wall	$ 5.60	$ 1,210
	HM doors and frames	allowance for 12	12	each	$ 1,200	$ 14,400
	HM windows	allowance for 4	4	each	$ 350	$ 1,400
	Floors	sealed concrete in garage VCT in offices	2,400	sf floor	$ 1.25	$ 3,000
	Ceilings	ACT offices	900	sf ceiling	$ 3.82	$ 3,438
	Walls	Epoxy paint CMU	288	sf wall	$ 5.00	$ 1,440
		Paint GWB	216	sf wall	$ 2.10	$ 454
	Stairs	1 flights with less than 14 risers	1	flights	$ 6,625	$ 6,625
						$ 34,198
	D Services					
D20	Plumbing	Fixtures	4	each	$ 1,700	$ 6,800
		Domestic Water - gas fired water heater	2,400	sf floor	$ 0.56	$ 1,344
		Roof drains	1,800	sf roof	$ 2.54	$ 4,572
D30	HVAC	Garage Exhaust system	1,800	sf floor	$ 0.92	$ 1,656
		roof top package unit	2,400	sf floor	$ 18.40	$ 44,160
D40	Fire Protection	Sprinkler system ordinary hazard	2,400	sf floor	$ 2.55	$ 6,120
D50	Electrical	Service and distribution	2,400	sf floor	$ 0.50	$ 1,200
		lighting and power distribution	2,400	sf floor	$ 8.00	$ 19,200
		fire alarm	2,400	sf floor	$ 4.00	$ 9,600
						$ 94,652
	E Equipment and Furnishings					
	Allowance	Owner furnished equipment				$ 35,000
						$ 35,000
	G Sitework					
	Sitework	Parking, paving and earthwork				$ 185,900
						$ 185,900

Sub-Total	$ 465,151
Contingency 15%	$ 69,773
Project Costs 20%	$ 93,030
Estimated Cost	**$ 627,953**

Option B and C

22,896 square foot single story masonry and steel construction - 20 foot high roof line.
Building perimeter 210x78. 576 lf of wall. 11520 sf of exterior wall area

	Assembly	Description	Quantity	Units	Project Costs	Total Costs
	A Sub-Structure					
	Foundations	concrete spread footing	16,380	sf ground	$ 2.25	$ 36,855
	Slabs	6 inch reinforced concrete	16,380	sf slab	$ 7.82	$ 128,092
						$ 164,947
	B Shell					
	Roof	Metal joist - flat	16,380	sf roof	$ 5.60	$ 91,728
	Roof Covering	TPO/EPDM membrane 60 mil	16,380	sf roof	$ 2.70	$ 44,226
	Walls	CMU	11,520	sf wall	$ 12.86	$ 148,147
	Doors	OH steel insulated (16@14x20)	4,480	sf door	$ 20.76	$ 93,005
	Exterior Windows	include 15 double glazed insulated	15	each	$ 800.00	$ 12,000
	Elevated slab	2nd level admin 20ft span 100 psf	5,620	sf floor	$ 10.53	$ 59,179
						$ 448,285
	C Interiors					
	Partitions	CMU Garage 100sf per lf of wall	2,640	sf wall	$ 7.75	$ 20,460
		Drywall offices 50 sf per lf of wall	1,440	sf wall	$ 5.60	$ 8,064
	HM doors and frames	allowance for 30	30	each	$ 1,200	$ 36,000
	HM windows	allowance for 10	10	each	$ 350	$ 3,500
	Floors	sealed concrete in garage VCT in offices	22,896	sf floor	$ 1.25	$ 28,620
	Ceilings	ACT offices and lockers	8,100	sf ceiling	$ 3.82	$ 30,942
	Walls	Epoxy paint CMU	2,640	sf wall	$ 5.00	$ 13,200
		Paint GWB	1,440	sf wall	$ 2.10	$ 3,024
	Stairs	2 x 2 flights with 14 risers each	4	flights	$ 6,625	$ 26,500
	Lockers	allowance for 38 lockers	38	each	$ 145	$ 5,510
		benches	4	each	$ 110	$ 440
						$ 176,260
	D Services					
D20	Plumbing	Fixtures	9	each	$ 1,700	$ 15,300
		Domestic Water - gas fired water heater	22,896	sf floor	$ 0.56	$ 12,822
		Roof drains	16,380	sf roof	$ 2.54	$ 41,605
D30	HVAC	Garage Exhaust system	13,280	sf floor	$ 0.92	$ 12,218
		roof top package unit	22,896	sf floor	$ 18.40	$ 421,286
D40	Fire Protection	Sprinkler system ordinary hazard	22,896	sf floor	$ 2.55	$ 58,385
D50	Electrical	Service and distribution	22,896	sf floor	$ 0.50	$ 11,448
		lighting and power distribution	22,896	sf floor	$ 8.00	$ 183,168
		fire alarm	22,896	sf floor	$ 4.00	$ 91,584
						$ 847,816
	E Equipment and Furnishings					
	Allowance	Owner furnished equipment				$ 300,000
						$ 300,000
	G Sitework					
	Sitework	Parking, paving and earthwork	22,896	sf floor	$ 66.50	$ 1,330,560
		G/P 2010 est. increased for inflation				
						$ 1,330,560

Sub-Total	$	3,267,867
Contingency 15%	$	490,180
Project Costs 20%	$	653,573
Estimated Cost	**$**	**4,411,620**

Public Safety Building

Police and Fire Departments

The public safety building is shared by both the fire department and police department. The police department occupies 7,218 square feet and the fire department occupies 5,287 square feet. There is an additional 4,377 square feet of shared and circulation spaces within the building. The fire department projected needs are 62% more than what the department occupies. The police department projected needs are 47% more than what they currently occupy.

One department or the other will require additional space to accommodate the space needs of the other. Without expansion or a new building, the floor area required to make any significant improvements for either department is not available in the existing facility. By raising the roof over the apparatus bay, as described in Option A, additional floor area that is currently inaccessible in the building can be made use of for short term expansion and reconfiguration.

Option A identifies some interior renovations that could be undertaken to realize short term space needs. Option B expands on the first option to include a new apparatus bay for the fire department. The remaining options include one department or the other utilizing the existing building while a new facility is constructed for the other department.

One of the major deficiencies identified in the fire department's space need is the size of the apparatus bays. They are not deep enough for adequate access to and space around the apparatus. Option D proposes to construct a new police station on a different property. To accommodate the additional bay space in the existing building for the fire department, a small addition would be required.

Both Options C and D recommend relocation of one of the departments to a new facility, leaving the other department to occupy the current building. Because the current building floor area exceeds both the departments' individual needs, there is a potential to include space for a community room in the remaining floor area. This would allow for relocation of the floor are identified in the East Windham Fire Station Option and the deficiencies in community activity space identified in the Parks and Recreation program.

The recommended options below utilize a parcel of land owned by the town at the intersection of Routes 302 and 202. This property is referred to as the Morrell Property. Interviews with the fire department identified the geographical significance of the current fire stations at the Public Safety Building and in South Windham. The options proposed in this feasibility report do not include analysis of geographic relocation of these stations and accept that they are properly located. As a result, we have not included an option to construct a new fire station on the Morrell property.

Option A
Remove and raise the roof over the apparatus bay to create usable floor area on the second floor. Currently there is a partial storage area in this portion of the building. Storage needs would be coordinated. Reconfigure existing spaces to provide for the following spaces. The floor area of the roof to be raised is approximately 3,200 square feet. A similar amount of floor area is estimated for interior renovations. This option is a short term solution to provide currently deficient space needs of both departments. This option does not completely solve any of the Fire Department or Police Department space needs, current or future.

Expand locker room into fitness area
Relocate fitness center
Secure Armory – provide access control or key code lock
Reconfigure bunk area and provide additional toilet/shower facilities
Expand fire department bunk area
Expand or relocate dayroom area
Expand detective's area
Expand Sergeant's area
Expand Patrol area

Total Estimate Cost: $189,000

Option B
Add a new 4,875 square foot apparatus bay to the existing building. Repurpose the existing bay space to create deficient areas identified in the space needs analysis. Revise site access and provide drive through bays for the fire department. The repurposing of the apparatus bay for fire department needs will create some flexibility for expansion of Police Department options. This Option addresses the major need of the fire department concerning apparatus bay space. It should be considered after review of Options C and D if they are not viable solutions for the Town.

New Apparatus Bay: $718,000
Renovations: $64,000
Estimated Cost: $782,000

Option C
Construct a new fire station building on the existing site. The site area required for this option would displace existing community areas south of the existing building. New traffic patterns and drive through apparatus bays would be provided. Renovate the existing building to provide for the needs of the Police Department. Site construction costs consider reuse of the existing parking and driveway areas.

Estimated Cost: $3,250,000

Option D
Utilizing the Morrell Site, construct a new Police Station. The new station is estimated based on a two story 14,000 square foot building. The actual program area total of 14,185 has been rounded off to provide for a modular footprint area for the feasibility cost. The existing Public Safety Building would be reconfigured to meet the fire department's needs. Add an addition to the apparatus bay to create the additional 20% floor area required to meet the current and future needs of the fire department at the existing building. Renovate the existing building to provide program needs for the fire department.

Estimated Cost: $5,400,000

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Public Safety Building
Option A

raise roof over apparatus bay 8 ft - 3200 sf of area

Assembly	Description	Quantity	Units	Project Costs	Total Costs
Roof	demo roof	3200	sf roof	$ 2.65	$ 8,480.00
	new roof structure	3200	sf roof	$ 8.00	$ 25,600.00
	roofing - asphalt shingle	3200	sf roof	$ 3.50	$ 11,200.00
Interior Renovations	walls, doors and finishes new and existing	3200	sf floor	$ 37.00	$ 118,400.00
	no new plubming fixtures				$ -
				Estimate	$ 163,680.00
				Project Costs 15%	$ 24,552.00
				Cost Estimate Total	$ 188,232.00

Public Safety Building
Option B

new apparatus bay - 4875 sf 75x65 280 lf wall 3920 sf wall
interior renovations - 1600 sf @ $40/sf = 64,000

	Assembly	Description	Quantity	Units	Project Costs	Total Costs
	A Sub-Structure					
	Standard Foundations	concrete and spread footings	4825	sf ground	$ 3.29	$ 15,874.25
	Slab on grade	8 inch heavy industrial	2600	sf slab	$ 14.35	$ 37,310.00
		4 inch reinforced	2275	sf slab	$ 5.18	$ 11,784.50
	Excavations	site prep, excavation and backfill	4825	sf floor	$ 1.52	$ 7,334.00
	Foundation walls	4 foot frost walls	280	lf wall	$ 75.00	$ 21,000.00
					A Sub-Structure Sub-Total	$ 93,302.75
	B Shell					
B10	Superstructure					
	Roof Construction	wood truss	4825	sf roof	$ 7.75	$ 37,393.75
B20	Exterior Walls	face brick with block backup	3920	sf wall	$ 18.17	$ 71,226.40
	Windows	aluminum insulated (15sf each)	4	each	$ 858.00	$ 3,432.00
	Doors	Exterior exit doors	2	each	$ 1,900.00	$ 3,800.00
		OH bay doors	4	each	$ 7,800.00	$ 31,200.00
B30	Roof	Asphalt Shingle	4825	sf roof	$ 3.37	$ 16,260.25
					B Shell Sub-Total	$ 163,312.40
	C Interiors					
	Partitions	Metal stud and drywall - 80 sf floor/LF partition	240	sf wall	$ 5.65	$ 1,356.00
	Interior Doors	hollow metal door and frame 3x7	3	each	$ 1,200.00	$ 3,600.00
	Wall Finishes	paint sf of interior wall	2400	sf wall	$ 2.49	$ 5,976.00
	Ceiling Finishes	paint in apparatus bay	1600	sf ceiling	$ 1.92	$ 3,072.00
	Floor Finishes	Apparatus bay sealed concrete	4825	sf floor	$ 1.52	$ 7,334.00
					C Interiors Sub-Total	$ 21,338.00

	D Services						
D30	HVAC	Terminal package units	4825	sf floor	$	18.75	$ 90,468.75
D40	Fire Protection	Wet pipe	4825	sf floor	$	3.75	$ 18,093.75
D50	Electrical	lighting and power	4825	sf floor	$	1.64	$ 7,913.00
		fire alarm and emergency	4825	sf floor	$	6.75	$ 32,568.75
						D Services Sub-Total	$ 149,044.25
	E Equipment and Furnishings						
						E Equipment and Furnishings Sub-Total	$ -
	G Sitework						
	Site work						
		parking and site work 28% of building cost	4825	sf floor	$	35.43	$ 170,949.75
						G Site Work Sub-Total	$ 170,949.75

Cost Sub-Total	$	597,947.15
Contingency 10%	$	59,794.72
Project Costs 10%	$	59,794.72
Cost Estimate Total	$	717,536.58

Public Safety Building
Option C

new construction 12,480 sf fire station building 9,100 sf first floor, 3380 second floor
140x65 perimeter 710 lf exterior wall 8,520 sf wall

	Assembly	Description	Quantity	Units		Project Costs		Total Costs
	A Sub-Structure							
	Standard Foundations	concrete and spread footings	9100	sf ground	$	3.29	$	29,939.00
	Slab on grade	8 inch heavy industrial	4225	sf slab	$	14.35	$	60,628.75
		4 inch reinforced	3380	sf slab	$	5.18	$	17,508.40
	Excavations	site prep, excavation and backfill	9100	sf floor	$	1.52	$	13,832.00
	Foundation walls	4 foot frost walls	710	lf wall	$	75.00	$	53,250.00
						A Sub-Structure Sub-Total	$	175,158.15
	B Shell							
B10	Superstructure							
	Floor Construction	metal joist and concrete	3380	sf floor	$	12.69	$	42,892.20
	Roof Construction	wood truss	9100	sf roof	$	7.75	$	70,525.00
B20	Exterior Walls	face brick with block backup	8520	sf wall	$	18.17	$	154,808.40
	Windows	aluminum insulated (15sf each)	16	each	$	858.00	$	13,728.00
	Doors	Exterior exit doors	6	each	$	1,900.00	$	11,400.00
		OH bay doors	7	each	$	7,800.00	$	54,600.00
B30	Roof	Asphalt Shingle	9100	sf roof	$	3.37	$	30,667.00
		Misc roof	9100	sf roof	$	0.88	$	8,008.00
						B Shell Sub-Total	$	386,628.60

	C Interiors						
	Partitions	Metal stud and drywall - 100 sf floor/LF partition	1497	sf wall	$ 5.65	$	8,458.05
	Interior Doors	hollow metal door and frame 3x7	24	each	$ 1,200.00	$	28,800.00
	Interior Windows	hollow metal with tempered glass 3x4	16	each	$ 350.00	$	5,600.00
	Stairs	2 exit stairs CIP with landing	2	per flight	$ 6,500.00	$	13,000.00
	Wall Finishes	paint sf of interior wall	1497	sf wall	$ 2.49	$	3,727.53
	Ceiling Finishes	ACT in offices	7600	sf ceiling	$ 6.86	$	52,136.00
		paint in apparatus bay	4800	sf ceiling	$ 1.92	$	9,216.00
	Floor Finishes	Office 50% carpet and 50% resilient	7600	sf floor	$ 4.90	$	37,240.00
		Apparatus bay sealed concrete	4800	sf floor	$ 1.52	$	7,296.00
	Misc	allowance for fitings and other interor finishes	12480	sf floor	$ 1.65	$	20,592.00
					C Interiors Sub-Total	$	186,065.58
	D Services						
D20	Plumbing	1 fixture per 500 sf floor	48	each	$ 3,890.00	$	186,720.00
		domestic water and drain	12480	sf floor	$ 2.95	$	36,816.00
D30	HVAC	Terminal package units	12480	sf floor	$ 23.40	$	292,032.00
D40	Fire Protection	Wet pipe in office areas	7600	sf floor	$ 3.75	$	28,500.00
D50	Electrical	electrical building service	12480	sf floor	$ 1.64	$	20,467.20
		lighting and power	12480	sf floor	$ 6.75	$	84,240.00
		fire alarm and emergency	12480	sf floor	$ 1.92	$	23,961.60
					D Services Sub-Total	$	672,736.80
	E Equipment and Furnishings						
	Allowance		12480	sf floor	$ 12.00	$	149,760.00
					E Equipment and Furnishings Sub-Total	$	149,760.00
	G Sitework						
	Site work						
		parking and site work 8% of building cost	12480	sf floor	$ 34.51	$	430,684.80
					G Site Work Sub-Total	$	430,684.80

				Cost Sub-Total	$2,001,033.93
				Contingency 15%	$ 300,155.09
				Project Costs 20%	$ 400,206.79
				Cost Estimate Total	$2,701,395.81
Police Renovations	Renovate existing building	12000	sf floor	$ 45.00	$ 540,000.00
					$3,241,395.81

Public Safety Building
Option D
Police Station

new construction 14,000 sf building 2 story buidling with 12 foot story height
100x70 perimeter 240 lf exterior wall 6,240 sf wall

	Assembly	Description	Quantity	Units	Project Costs	Total Costs
	A Sub-Structure					
	Standard Foundations	concrete and spread footings	7000	sf ground	$ 2.82	$ 19,740.00
	Slab on grade	4 inch reinforced	7000	sf slab	$ 5.18	$ 36,260.00
	Excavations	site prep, excavation and backfill	7000	sf floor	$ 1.52	$ 10,640.00
	Foundation walls	4 foot frost walls	240	lf wall	$ 79.00	$ 18,960.00
					A Sub-Structure Sub-Total	$ 85,600.00
	B Shell					
B10	Superstructure					
	Floor Construction	metal joist and concrete	7000	sf floor	$ 12.00	$ 84,000.00
	Roof Construction	wood truss	7000	sf roof	$ 7.75	$ 54,250.00
B20	Exterior Walls	face brick with block backup	6240	sf wall	$ 18.17	$ 113,380.80
	Windows	aluminum insulated (15sf each)	40	each	$ 858.00	$ 34,320.00
	Doors	Exterior exit doors	8	each	$ 1,900.00	$ 15,200.00
		OH bay doors	2	each	$ 7,800.00	$ 15,600.00
B30	Roof	Asphalt Shingle	7000	sf roof	$ 3.37	$ 23,590.00
		Misc roof	7000	sf roof	$ 0.88	$ 6,160.00
					B Shell Sub-Total	$ 346,500.80
	C Interiors					
	Partitions	Metal stud and drywall - 20 sf floor/LF partition	8400	sf wall	$ 5.65	$ 47,460.00
	Interior Doors	hollow metal door and frame 3x7	70	each	$ 1,200.00	$ 84,000.00
	Interior Windows	hollow metal with tempered glass 3x4	35	each	$ 350.00	$ 12,250.00
	Stairs	2 exit stairs CIP with landing	4	per flight	$ 6,500.00	$ 26,000.00
	Wall Finishes	paint sf of interior wall	8400	sf wall	$ 2.49	$ 20,916.00
	Ceiling Finishes	ACT in offices	14000	sf ceiling	$ 6.86	$ 96,040.00
	Floor Finishes	Office 50% carpet and 50% resilient	14000	sf floor	$ 4.90	$ 68,600.00
		Apparatus bay sealed concrete	600	sf floor	$ 1.52	$ 912.00
	Misc	allowance for fitings and other interor finishes	14000	sf floor	$ 1.65	$ 23,100.00
					C Interiors Sub-Total	$ 379,278.00
	D Services					
D20	Plumbing	1 fixture per 500 sf floor	28	each	$ 3,890.00	$ 108,920.00
		domestic water and drain	14000	sf floor	$ 2.95	$ 41,300.00
D30	HVAC	multi-zone heating and cooling	14000	sf floor	$ 22.25	$ 311,500.00
D40	Fire Protection	wet pipe sprinkler	14000	sf floor	$ 3.85	$ 53,900.00
D50	Electrical	electrical building service	14000	sf floor	$ 2.06	$ 28,840.00
		lighting and power	14000	sf floor	$ 12.00	$ 168,000.00
		fire alarm and emergency	14000	sf floor	$ 7.13	$ 99,820.00
					D Services Sub-Total	$ 812,280.00

E Equipment and Furnishings					
Allowance		14000	sf floor	$ 18.50	$ 259,000.00
				E Equipment and Furnishings Sub-Total	$ 259,000.00
G Sitework					
Site work					
	G/P 2010 estimate increased for inflation				$ 1,715,840.00
				G Site Work Sub-Total	$ 1,715,840.00

Cost Sub-Total	$3,598,498.80
Contingency 15%	$ 539,774.82
Project Costs 20%	$ 719,699.76
Cost Estimate Total	$4,857,973.38

Fire Dept Renovatio	Renovate existing building	12000	sf floor	$ 45.00	$ 540,000.00
	Apparatus Bay Addition	4000	sf floor	$ 120.00	$ 480,000.00
					$5,397,973.38

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South Windham Fire Station

District 1

The current site of the South Windham Fire Station does not provide any capacity for expansion of the existing building. The most recent expansion, to provide additional apparatus bay length for the aerial unit, has maximized the usable area of the site. Furthermore, the current arrangement of bunk rooms directly off of the apparatus bay is not a healthy situation for the occupants and should be corrected.

The site is located in the General Development District, according to the Town of Windham Zoning Map. Local ordinance allows for buildings with a maximum eave height of 35 feet. The proposals included below will meet this requirement. It was confirmed during the departmental interviews that the geographical location of this station is critical to both Windham and Gorham. As a result, this analysis does not entertain the option of elimination of the station.

One of the safety concerns with the current building configuration is the lack of ramp space outside of the station created by the proximity to Route 202. Option A assumes the reconstructed fire station remains on the current lot. This option creates additional ramp space that can be utilized next to the building, however the apparatus bay doors would still be facing the roadway. As shown on the site graphic for Option B, there would not be enough turning radius area for the ladder truck. Making a hard left turn in any of the apparatus could be difficult. Option B assumes that the town would acquire the adjacent lot providing the required turning radius. Option A would be an improvement to the current situation, however Option B would be required to change the current situation where trucks exit the building directly into the roadway.

An additional option would be for the town to use an unknown site located in the South Windham neighborhood that could be found and purchased or acquired by the town. This option has financial savings for the town with either the repurposing or sale of the current station. The site acquisition costs are not a factor that can be predicted at this time. Should the Town decide to proceed with this option, the first requirement would be to evaluate potential sites.

Option A

Demolish the existing building and construct a new fire station. The concept for the new building would be a two story structure with apparatus and work areas on the first level. The second level would provide for the required bunking and administrative areas. The conceptual footprint of the building would be 48 by 60 feet. This would yield a usable building slab area of 2,880 which is a 12% reduction over the existing footprint. Provide one 60 foot deep bay for the aerial unit. This option would not provide for the future wash bay identified in the program. However, any of the included apparatus bays could be utilized for this function. Further analysis and discussion regarding the buffer and shore land development of this site would need to be conducted.

Building Demolition: $15,000
Estimated Building Cost: $1,006,000

Option B
Purchase the adjacent property north of the existing lot and demolish both buildings. Construct a new 6,100 square foot 2 story fire station. The first level would be apparatus bay and utilities while the second level would house administrative and sleeping areas. The apparatus bay would be oriented to the on-site apron created to alleviate the safety issues accessing Route 202. The anticipated turning radius required for the tower truck is shown on the site layout for this option.

Site Acquisition Costs: TBD
Building Demolition: $35,000
Estimated Construction Cost: $1,355,000

South Windham Fire Station
Option A

new construction 5760 sf building - 2 story with 2880 sf slab area
48x60 perimeter 216 lf exterior wall 28 feet high

	Assembly	Description	Quantity	Units	Costs	Costs
	A Sub-Structure					
	Standard Foundations	concrete and spread footings	2880	sf ground	$ 3.29	$ 9,475.20
	Slab on grade	8 inch heavy industrial	2880	sf ground	$ 14.35	$ 41,328.00
	Excavations	site prep, excavation and backfill	2880	sf floor	$ 1.52	$ 4,377.60
	Foundation walls	4 foot frost walls	216	lf wall	$ 75.00	$ 16,200.00
					A Sub-Structure Sub-Total	$ 71,380.80
	B Shell					
B10	Superstructure					
	Floor Construction	metal joist and concrete	2880	sf floor	$ 12.69	$ 36,547.20
	Roof Construction	wood truss	2880	sf roof	$ 7.75	$ 22,320.00
B20	Exterior Walls	face brick with block backup	6048	sf wall	$ 18.17	$ 109,892.16
	Windows	aluminum insulated (15sf each)	8	each	$ 858.00	$ 6,864.00
	Doors	Exterior exit doors	4	each	$ 1,900.00	$ 7,600.00
		OH bay doors	5	each	$ 7,800.00	$ 39,000.00
B30	Roof	Asphalt Shingle	2880	sf roof	$ 3.37	$ 9,705.60
		Misc roof	5760	sf roof	$ 0.18	$ 1,036.80
					B Shell Sub-Total	$ 232,965.76
	C Interiors					
	Partitions	Metal stud and drywall - 65 sf floor/LF partition	531	sf wall	$ 5.65	$ 3,000.15
	Interior Doors	hollow metal door and frame 3x7	8	each	$ 1,200.00	$ 9,600.00
	Interior Windows	hollow metal with tempered glass 3x4	5	each	$ 350.00	$ 1,750.00
	Stairs	2 exit stairs CIP with landing	2	per flight	$ 6,500.00	$ 13,000.00
	Wall Finishes	paint sf of interior wall	531	sf wall	$ 2.49	$ 1,322.19
	Ceiling Finishes	ACT in offices	2880	sf ceiling	$ 6.86	$ 19,756.80
		paint in apparatus bay	2880	sf ceiling	$ 1.92	$ 5,529.60
	Floor Finishes	Office 50% carpet and 50% resilient	2880	sf floor	$ 4.90	$ 14,112.00
		Apparatus bay sealed concrete	2880	sf floor	$ 1.52	$ 4,377.60
	Misc	allowance for fitings and other interor finishes	5760	sf floor	$ 1.65	$ 9,504.00
					C Interiors Sub-Total	$ 81,952.34
	D Services					
D20	Plumbing	1 fixture per 250 sf floor	12	each	$ 3,890.00	$ 46,680.00
		domestic water and drain	5760	sf floor	$ 2.95	$ 16,992.00
D30	HVAC	Terminal package units	5760	sf floor	$ 23.40	$ 134,784.00
D50	Electrical	electrical building service	5760	sf floor	$ 1.64	$ 9,446.40
		lighting and power	5760	sf floor	$ 6.75	$ 38,880.00
		fire alarm and emergency	5760	sf floor	$ 1.92	$ 11,059.20
					D Services Sub-Total	$ 257,841.60
	E Equipment and Furnishings					
	Allowance		5760	sf floor	$ 18.50	$ 106,560.00
					E Equipment and Furnishings Sub-Total	$ 106,560.00

G Sitework					
Site work	parking and site work 28% of building cost	2880	sf floor	$ 30.46	$ 87,724.80
				G Site Work Sub-Total	$ 87,724.80

Cost Sub-Total	$ 838,425.30
Project Costs 20%	$ 167,685.06
Cost Estimate Total	$1,006,110.36

South Windham Fire Station
Option B

new construction 6100 sf building - 1 story with 4100 sf apparatus bay and 2000 sf office area
100x61 perimeter 322 lf exterior wall 16 feet high

	Assembly	Description	Quantity	Units	Project Costs	Total Costs
	A Sub-Structure					
	Standard Foundations	concrete and spread footings	6100	sf ground	$ 3.29	$ 20,069.00
	Slab on grade	8 inch heavy industrial	4100	sf ground	$ 14.35	$ 58,835.00
		4 inch reinforced	2000	sf ground	$ 5.18	$ 10,360.00
	Excavations	site prep, excavation and backfill	6100	sf floor	$ 1.52	$ 9,272.00
	Foundation walls	4 foot frost walls	322	lf wall	$ 75.00	$ 24,150.00
					A Sub-Structure Sub-Total	$ 122,686.00
	B Shell					
B10	Superstructure					
	Roof Construction	wood truss	6100	sf roof	$ 7.75	$ 47,275.00
B20	Exterior Walls	face brick with block backup	5152	sf wall	$ 18.17	$ 93,611.84
	Windows	aluminum insulated (15sf each)	8	each	$ 858.00	$ 6,864.00
	Doors	Exterior exit doors	4	each	$ 1,900.00	$ 7,600.00
		OH bay doors	5	each	$ 7,800.00	$ 39,000.00
B30	Roof	Asphalt Shingle	6100	sf roof	$ 3.37	$ 20,557.00
		Misc roof	6100	sf roof	$ 0.18	$ 1,098.00
					B Shell Sub-Total	$ 216,005.84
	C Interiors					
	Partitions	Metal stud and drywall - 65 sf floor/LF partition	370	sf wall	$ 5.65	$ 2,090.50
	Interior Doors	hollow metal door and frame 3x7	8	each	$ 1,200.00	$ 9,600.00
	Interior Windows	hollow metal with tempered glass 3x4	5	each	$ 350.00	$ 1,750.00
	Wall Finishes	paint sf of interior wall	370	sf wall	$ 2.49	$ 921.30
	Ceiling Finishes	ACT in offices	2000	sf ceiling	$ 6.86	$ 13,720.00
		paint in apparatus bay	4100	sf ceiling	$ 1.92	$ 7,872.00
	Floor Finishes	Office 50% carpet and 50% resilient	2000	sf floor	$ 4.90	$ 9,800.00
		Apparatus bay sealed concrete	4100	sf floor	$ 1.52	$ 6,232.00
	Misc	allowance for fitings and other interor finishes	6100	sf floor	$ 1.65	$ 10,065.00
					C Interiors Sub-Total	$ 62,050.80
	D Services					
D20	Plumbing	1 fixture per 250 sf floor	18	each	$ 3,890.00	$ 70,020.00
		domestic water and drain	6100	sf floor	$ 2.95	$ 17,995.00
D30	HVAC	Terminal package units	6100	sf floor	$ 23.40	$ 142,740.00
D50	Electrical	electrical building service	6100	sf floor	$ 1.64	$ 10,004.00
		lighting and power	6100	sf floor	$ 6.75	$ 41,175.00
		fire alarm and emergency	6100	sf floor	$ 1.92	$ 11,712.00
					D Services Sub-Total	$ 293,646.00
	E Equipment and Furnishings					
	Allowance		6100	sf floor	$ 18.50	$ 112,850.00
					E Equipment and Furnishings Sub-Total	$ 112,850.00

	G Sitework					
G20	Site work	Sitework est. at 45% building cost	6100	sf floor	$ 52.65	$ 321,165.00
					G Site Work Sub-Total	$ 321,165.00

Cost Sub-Total	$1,128,403.64
Project Costs 20%	$ 225,680.73
Cost Estimate Total	$1,354,084.37

North Windham Fire Station

District 2

The space needs for the North Windham fire station can be accommodated to some extent within the existing allowable, areas with some renovations. Option A below outlines renovation of existing space to provide for bunk room and shower facilities. Option B assumes that the deputy chief is relocated to the central fire station (refer to the Public Safety Feasibility Option C and D).

Information on the existing sewer connection and underground tanks was not available for review. It is unknown what if anything is stored in the underground tanks at this time. The system would need to be evaluated to verify capacity to accept the additional fixtures proposed in the program for the fire station. This system also restricts the ability to propose alternate construction options on the site.

In the short term, the interior renovation options listed (Options A and B) will provide for the projected needs of this fire station. The age of this building and the required maintenance costs should be considered before a decision to precede with any option is made by the Town. The building is close to the end of its expected life. Option C is a long term option that provides for the future needs of the department in a newly constructed building.

Option B assumes that the deputy chief's office has been relocated as part of one of the Public Safety Building Options. The office area would be reconfigured to provide the projected space needs for the police sub-station at this location. Refer to the Police Department program.

Option A
Construct a fire rated partition between the apparatus bay and the south side of the building. Currently, a mezzanine storage area with an office and TV room occupy this space. This option would renovate both levels to provide the identified Staff Areas in the space needs section. Renovation of the front office and police department sub-station space is part of Option B below.

Estimated Cost: $85,500

Option B
Refer to the Public Safety options that include program areas for combining the chief officers at Central Fire Station. Renovate the existing deputy chief's office and police meeting room to provide the patrol sub-station needs.

Estimated Cost: $11,250

Option C
Remove the existing building and construct a new fire station on the same site.

Estimated Cost: $1,685,000

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North Windham Fire Station

Option A

Interior renovations	Renovate existing to provide additional program area	1900	sf floor	$	45.00	$	85,500.00

Option B

	Renovate to provide police sub-station	250	sf floor	$	45.00	$	11,250.00

Option C

new construction 8000 sf building - 6900 sf slab area
2200 sf admin office area and 5800 apparatus bay
75 x 90 perimeter 330 lf exteiror wall 16 feet high 5280 lf

	Assembly	Description	Quantity	Units	Project Costs	Total Costs
	A Sub-Structure					
	Standard Foundations	concrete and spread footings	6900	sf ground	$ 3.29	$ 22,701.00
	Slab on grade	4 inch reinforced	2200	sf ground	$ 5.18	$ 11,396.00
		8 inch heavy industrial	5800	sf ground	$ 14.35	$ 83,230.00
	Excavations	site prep, excavation and backfill	8000	sf floor	$ 1.52	$ 12,160.00
	Foundation walls	4 foot frost walls	330	lf wall	$ 75.00	$ 24,750.00
					A Sub-Structure Sub-Total	$ 154,237.00
	B Shell					
B10	Superstructure					
	Floor Construction	2 story admin space - metal joist and concreet	1100	sf floor	$ 14.28	$ 15,708.00
	Roof Construction	wood truss	6900	sf roof	$ 7.75	$ 53,475.00
B20	Exterior Walls	face brick with block backup	5280	sf wall	$ 18.17	$ 95,937.60
	Windows	aluminum insulated (15sf each)	20	each	$ 858.00	$ 17,160.00
	Doors	Aluminum entrance	1	each	$ 4,500.00	$ 4,500.00
		Exterior exit doors	4	each	$ 1,900.00	$ 7,600.00
		OH Bay Doors	4	each	$ 7,800.00	$ 31,200.00
B30	Roof	Asphalt Shingle	6900	sf roof	$ 3.37	$ 23,253.00
		Misc roof	6900	sf roof	$ 0.18	$ 1,242.00
					B Shell Sub-Total	$ 250,075.60
	C Interiors					
	Partitions	Metal stud and drywall - 15 sf floor/LF partition	1800	sf wall	$ 5.65	$ 10,170.00
	Interior Doors	hollow metal door and frame 3x7	16	each	$ 1,200.00	$ 19,200.00
	Interior Windows	hollow metal with tempered glass 3x4	12	each	$ 350.00	$ 4,200.00
	Stairs	2 exit stairs CIP with no landing	2	per flight	$ 4,400.00	$ 8,800.00
	Wall Finishes	paint sf of interior wall	1800	sf wall	$ 2.49	$ 4,482.00
	Ceiling Finishes	ACT in offices	2200	sf ceiling	$ 6.86	$ 15,092.00
		paint in apparatus bay	5800	sf ceiling	$ 1.92	$ 11,136.00
	Floor Finishes	Office 50% carpet and 50% resilient	2200	sf floor	$ 4.90	$ 10,780.00
		Apparatus bay sealed concrete	5800	sf floor	$ 1.52	$ 8,816.00
	Misc	allowance for fitings and other interor finishes	8000	sf floor	$ 1.65	$ 13,200.00
					C Interiors Sub-Total	$ 105,876.00

	D Services						
D20	Plumbing	1 fixture per 250 sf floor	32	each	$ 3,890.00	$	124,480.00
		domestic water and drain	8000	sf floor	$ 2.95	$	23,600.00
D30	HVAC	Terminal package units	8000	sf floor	$ 23.40	$	187,200.00
D50	Electrical	electrical building service	8000	sf floor	$ 1.64	$	13,120.00
		lighting and power	8000	sf floor	$ 6.75	$	54,000.00
		fire alarm and emergency	8000	sf floor	$ 1.92	$	15,360.00
					D Services Sub-Total	$	417,760.00
	E Equipment and Furnishings						
	Allowance		8000	sf floor	$ 18.50	$	148,000.00
					E Equipment and Furnishings Sub-Total	$	148,000.00
	G Sitework						
	Site work	Revise septic system				$	25,000.00
		parking and site work 28% of building cost	6900	sf floor	$ 43.66	$	301,254.00
					G Site Work Sub-Total	$	326,254.00

Cost Sub-Total	$1,402,202.60
Project Costs 20%	$ 280,440.52
Cost Estimate Total	$1,682,643.12

East Windham Fire Station

District 3

The East Windham fire station is projected to have a full time fire/ems staff member, as well as live-in students, in the future. Currently, the bunk and office space are not meeting the projected needs of the department. The projected need of the station for staff requires 30% more floor area.

The existing training/meeting room is the only available floor area within the facility that could be reused for expansion of the living and office areas. The meeting room is used by the fire department, the community, and by other town officials occasionally. It is one of the larger locations available in the town for meetings. There would need to be a commitment to this compromise required by reducing the meeting room size. Alternate locations for larger groups would need to be accommodated elsewhere in town.

The current and future apparatus bay needs are currently being met at this fire station. The expansion options explored in the Public Safety section include relocation of the personal protective gear extractor and dryer. This floor area would be reclaimed to provide some additional equipment space in the apparatus bay. The costs for this are incorporated in the Public Safety feasibility options.

Option A
Renovate the meeting room areas to create additional space for the bunk room and staff function areas. Reconfigure the toilet and shower facilities to provide more privacy and better accessibility for staff. Area of renovation is approximately 1,900 sf at a cost of $30/sf.

Estimated Cost: $57,000

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Public Library

The Public Library requires proportionally little additional space to satisfy projected growth needs. Recommendations described below are based on identifying reconfiguration of existing spaces. The existing circulation and check-out path for users is using staff efficiently. There are also security concerns that would be addressed by having the circulation desk as part of the entry/exit path of the users.

Option A
Renovate the lower level entry to create a single circulation desk and reception area. Renovate the second level to repurpose the circulation desk and work areas to provide for the required study areas and teen computers.

First Floor Renovations of +/- 700 sf at $35/sf = $25,500
Second Floor Renovations +/- 600 sf at $35/sf = $21,000

Estimated Cost: $45,500

Option B
Add an addition at the rear of the building to expand the children's area and create additional meeting and children's spaces. The addition would be located where the existing porch is and be roughly 26 feet wide by 30 feet deep. The addition is 780 square feet and the estimated cost of construction is $125/sf.

Estimate Cost: $97,500

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Community Center and Town Offices

The largest deficiency identified in developing the departmental programs for the Town Hall and Community Center is the lack of storage space and the anticipated need for additional storage. Space can be create for additional storage and office area either by creating addition building area or relocating current departmental areas to other facilities.

The building and grounds department is undersized in the space it currently occupies. By relocating this department to a new public works building (refer to the public works master plan options) space in the basement for additional storage can be made available.

Parks and Recreation currently does not meet storage needs. Option X below includes construction of a new Community Center Building on a different site. This option assumes that the entire Parks and Recreation department would be located in this new building. Space would become available for renovation to provide for the deficiencies in other departments in of the Town Offices. The gym could remain as usable community.

Option A
Reduce the size of conference room 2 to allow for expansion of the IT department. Create additional work stations and a computer build area. As a short term measure, this option will relieve some of the current space deficiencies for this department.

Cost Estimate: $11,100

Option B
Refer to Public Works Options B and C and include Building and Grounds program. Renovate basement areas currently used by Building and Grounds to provide additional storage and archive space.

Renovations: $13,750

Option C
Construct a new community center building on town property. This option provides for a site located adjacent to the public safety building on Gray road or adjacent to the proposed Police Station on the Morrell Site (refer to Public Safety Option D). Site costs for either location are presumed to be similar without the existence of any sub-surface engineering data.
Provide for the Parks and Recreation department needs in the new community center building including a new recreation gym space. Repurpose the parks and recreation area to provide for expansion of the IT department and provide for executive session space for council.

Community Center: $1,505,000
Renovations: $42,200

Option D
Utilizing some of the space created in Option C, relocate archive files from the Code-Assessor-Planning departments. Renovate office areas to provide more separation and privacy between work areas customer counter. The cost estimate for this option would be combined with the renovation costs of Option C.

Renovation Costs: $45,000

Option E
The total deficiency of all departments is projected to be 4,811 square feet based on the departmental program summary. This total deficiency is based on comparing the current building area and the proposed program area of all departments. The configuration of the existing building and the inefficiencies of circulation cannot be accurately compared. SMRT has used gross circulation factors to estimate projected needs. The actual spaces occupied by the departments and the current circulation paths do not exactly match those factors included in the program needs.

Add a second level addition to the Annex to create approximately 3000 sf of additional floor space. Relocate the Code Enforcement, Assessor, Planning and Economic Development departments to the newly created space. Provide for conference room and employee areas on the second level space created. Expand the Town Manager's office into the existing conference room and break areas. Relocate Parks and Recreation offices up one level and renovate that area for expansion of IT and conference room space. The addition along with created space within the facility is anticipated to accommodate the remaining department's space needs. This will be achieved by balancing the program estimated circulation factor with existing conditions.

Addition Cost Estimate: $527,000
Renovations: $136,200

Town Hall and Community Center

Option A

Expand IT area	316	sf floor	$	35.00	$ 11,060.00

Option B

Renovate basement	550	sf floor	$	25.00	$ 13,750.00

Option C

Community Center Building

9000 sf single story building for Parks and Rec department including a new gym space.
6000 sf gym area - 3000 sf administrative area
75 x 120 building exterior wall 390 lf 4680 sf

	Assembly	Description	Quantity	Units	Project Costs	Total Costs
	A Sub-Structure					
	Standard Foundations	Concrete strip	9000	sf ground	$ 2.27	$ 20,430.00
	Slab on Grade	4 inch reinforced	9000	sf slab	$ 5.18	$ 46,620.00
	Founation Prep	site prep, excavation and backfill	9000	sf ground	$ 0.75	$ 6,750.00
	Frost walls	4 ft foundation	390	lf wall	$ 75.00	$ 29,250.00
					A Sub-Structure Sub-Total	$ 103,050.00
	B Shell					
B10	Superstructure					
	Roof Construction	metal deck and joist	9000	sf roof	$ 6.71	$ 60,390.00
B20	Exterior Enclosure					$ -
	Walls	face brick with metal stud wall	4680	sf wall	$ 28.10	$ 131,508.00
	Windows	alum. Double hung	20	each	$ 650.00	$ 13,000.00
	Doors	Aluinum entrance	1	each	$ 4,500.00	$ 4,500.00
		exteiror exit doors hollow metal	4	each	$ 1,900.00	$ 7,600.00
B30	Roof Covering	EPDM or TPO membrane	9000	sf roof	$ 2.45	$ 22,050.00
					B Shell Sub-Total	$ 239,048.00
	C Interiors					
	Partitions	gypsum and metal stud				
		15 sf floor per lf partition	2400	sf wall	$ 5.83	$ 13,992.00
	Interior Doors	180 sf floor per door	16	each	$ 1,212.00	$ 19,392.00
	Interior Finishes	Paint, composite floors, act	3000	sf floor	$ 15.85	$ 47,550.00
		gym	6000	sf floor	$ 8.75	$ 52,500.00
					C Interiors Sub-Total	$ 133,434.00
	D Services					
D20	Plumbing	Fixtures - 1 fixture/800 sf	12	ea	$ 3,290.00	$ 39,480.00
		Domestic water supply and drain	9000	sf floor	$ 5.85	$ 52,650.00
		Roof Drainage	9000	sf roof	$ 1.87	$ 16,830.00
D30	HVAC	Roof top multi-zone 50 ton	9000	sf floor	$ 21.75	$ 195,750.00
D40	Fire Protection	wet pipe sprinkler system	9000	sf floor	$ 3.51	$ 31,590.00
D50	Electrical	electrical servie entrance	9000	sf floor	$ 1.13	$ 10,170.00
		lighting and power	3000	sf floor	$ 5.75	$ 17,250.00
			6000	sf floor	$ 9.15	$ 54,900.00
		Fire alarm and emergency lights	9000	sf floor	$ 2.25	$ 20,250.00
					D Services Sub-Total	$ 438,870.00

E Equipment and Furnishings					
Allowance		9000	sf floor	$ 12.60	$ 113,400.00
				E Equipment and Furnishings Sub-Total	$ 113,400.00
G Sitework					
Sitework	Parking, paving and earthwork (22% of building costs)	9000	sf floor	$ 25.12	$ 226,080.00
				G Site Work Sub-Total	$ 226,080.00
				Cost Sub-Total	$ 1,253,882.00
				Project Costs 20%	$ 250,776.40
				Cost Estimate Total	$ 1,504,658.40
Interior Renovation IT and Conference	partitions doors new IT work areas and conference space	1200	sf floor	$35	$ 42,000.00
Option D					
	interior renovations in Code/Assessor/Planning	1800	sf floor	$ 25.00	$ 45,000.00

Town Hall and Community Center
Option E
Town Offices Annex Addition

38x97 second level addition 12 feet high over annex. 3,686 sf floor and roof area.
270 lf of wall (3,240 sf of wall area)

	Assembly	Description	Quantity	Units	Project Costs	Total Costs
	A Sub-Structure					
	New Structure	Allowance	3686	sf floor	$ 4.50	$ 16,587.00
					A Sub-Structure Sub-Total	$ 16,587.00
	B Shell					
	Floor Construction	wood beam and joist	3686	sf floor	$ 24.55	$ 90,491.30
	Roof Construction	wood trusses 38ft span	3686	sf roof	$ 6.57	$ 24,217.02
	Exterior Walls	2x6 wood with vinyl siding	3240	sf wall	$ 17.65	$ 57,186.00
	Exterior Windows	include 8 windows	8	each	$ 350.00	$ 2,800.00
	Roof Covering	Asphalt shingle	3686	sf roof	$ 3.37	$ 12,421.82
					B Shell Sub-Total	$ 187,116.14
	C Interiors					
	Interior Partitions	20 sf floor per LF wall (185lf	2220	sf wall	$ 8.90	$ 19,758.00
	Interior Doors	include 10	10	each	$ 800.00	$ 8,000.00
	Stair Construction	wood construction	2	per flight	$ 2,590.00	$ 5,180.00
	Finishes	Walls Floors and ceilings	3686	sf floor	$ 14.40	$ 53,078.40
					C Interiors Sub-Total	$ 86,016.40
	D Services					
D20	Plubming	Sinks, toilets, supply, drainage				
		1 fixture/500 sf	7	each	$ 2,300.00	$ 16,100.00
		Extend existing water servic	3686	sf floor	$ 0.75	$ 2,764.50
D30	HVAC	split package AC unit 6.5 to	3686	sf floor	$ 8.60	$ 31,699.60
D50	Electrical	Lighting and Power	3686	sf floor	$ 10.22	$ 37,670.92
		Fire alarm and emergency	3686	sf floor	$ 3.25	$ 11,979.50
					D Services Sub-Total	$ 100,214.52

Cost Sub-Total	$ 389,934.06
Contingency 15%	$ 58,490.11
Project Costs 20%	$ 77,986.81
Cost Estimate Total	$ 526,410.98

Interior Renovation						
Town Manager	partitions - doors	1000	sf floor	$ 35.00	$	35,000.00
Parks and Rec	reconfigure space	2960	sf floor	$ 20.00	$	59,200.00
IT and Conference	partitions doors new IT work areas and conference space	1200	sf floor	$35	$	42,000.00
				Total Estimate	$	662,610.98

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Appendix A

Feasibility Site Option Plans

TAB 4

TOWN OF WINDHAM, MAINE

SPACE NEEDS & MASTER PLAN

DEPARTMENT OF PUBLIC WORKS SITE PLAN

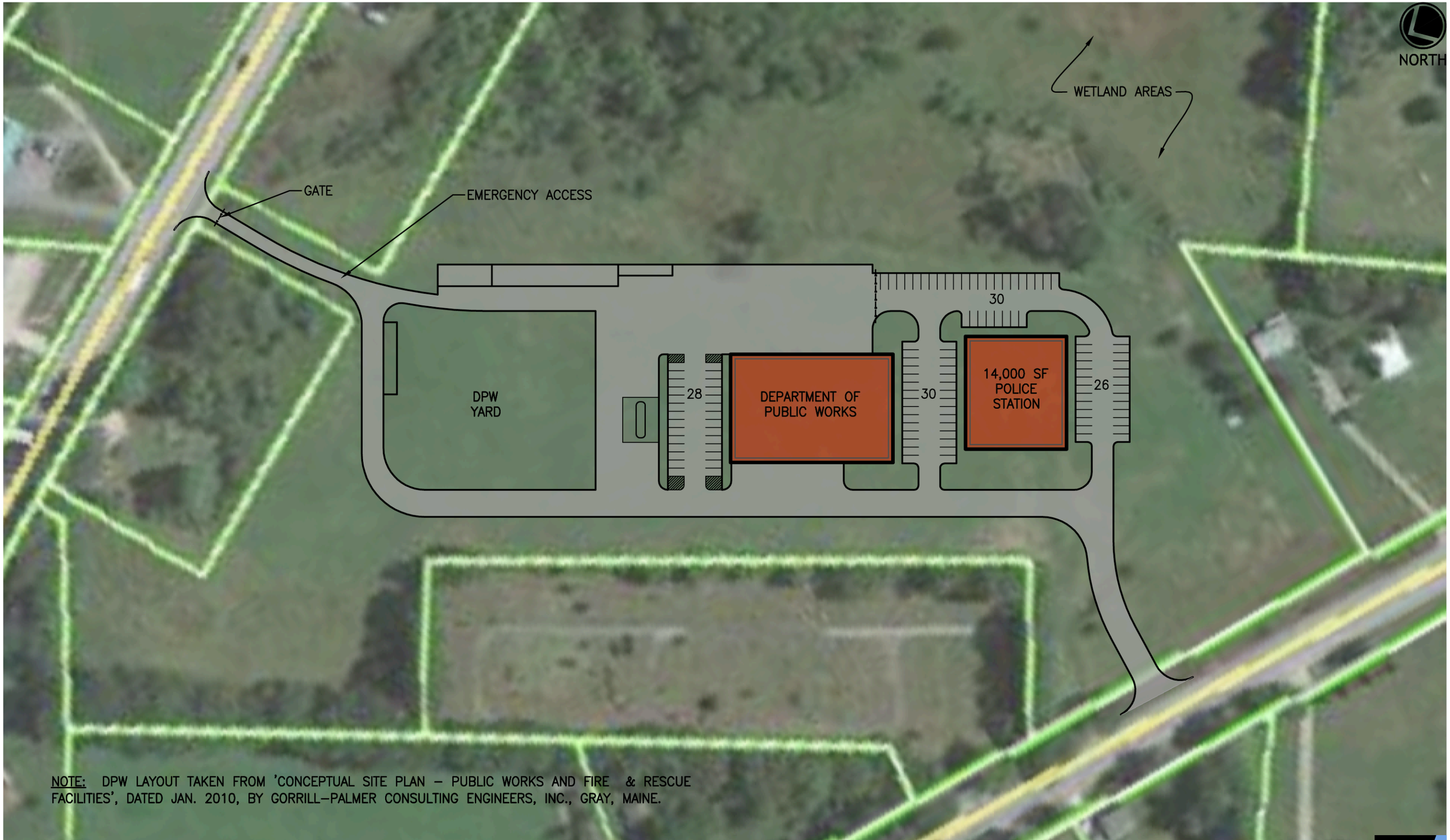
PUBLIC WORKS OPTION 'B' - 210'x78' BUILDING, NEW ACCESS ROAD

0 50' 100' 150' 300'

1" = 100'

20 MARCH 2014

SMRT



TOWN OF WINDHAM, MAINE

SPACE NEEDS & MASTER PLAN

PUBLIC WORKS SITE PLAN

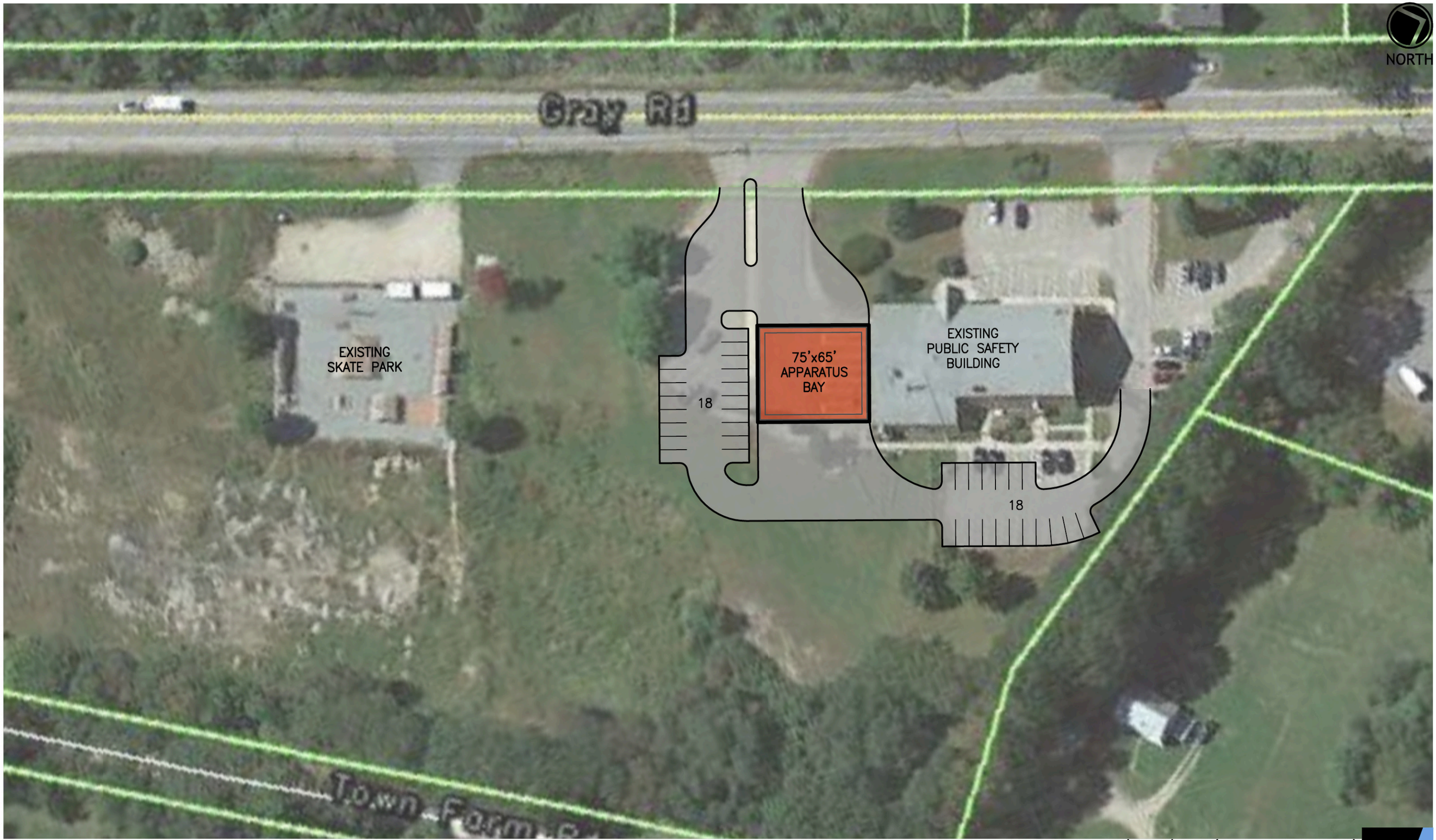
PUBLIC WORKS OPTION 'C' - POLICE STATION & DPW BUILDING

0 50' 100' 150' 300'

1" = 100'

20 MARCH 2014

SMRT



TOWN OF WINDHAM, MAINE

SPACE NEEDS & MASTER PLAN

FIRE STATION SITE PLAN

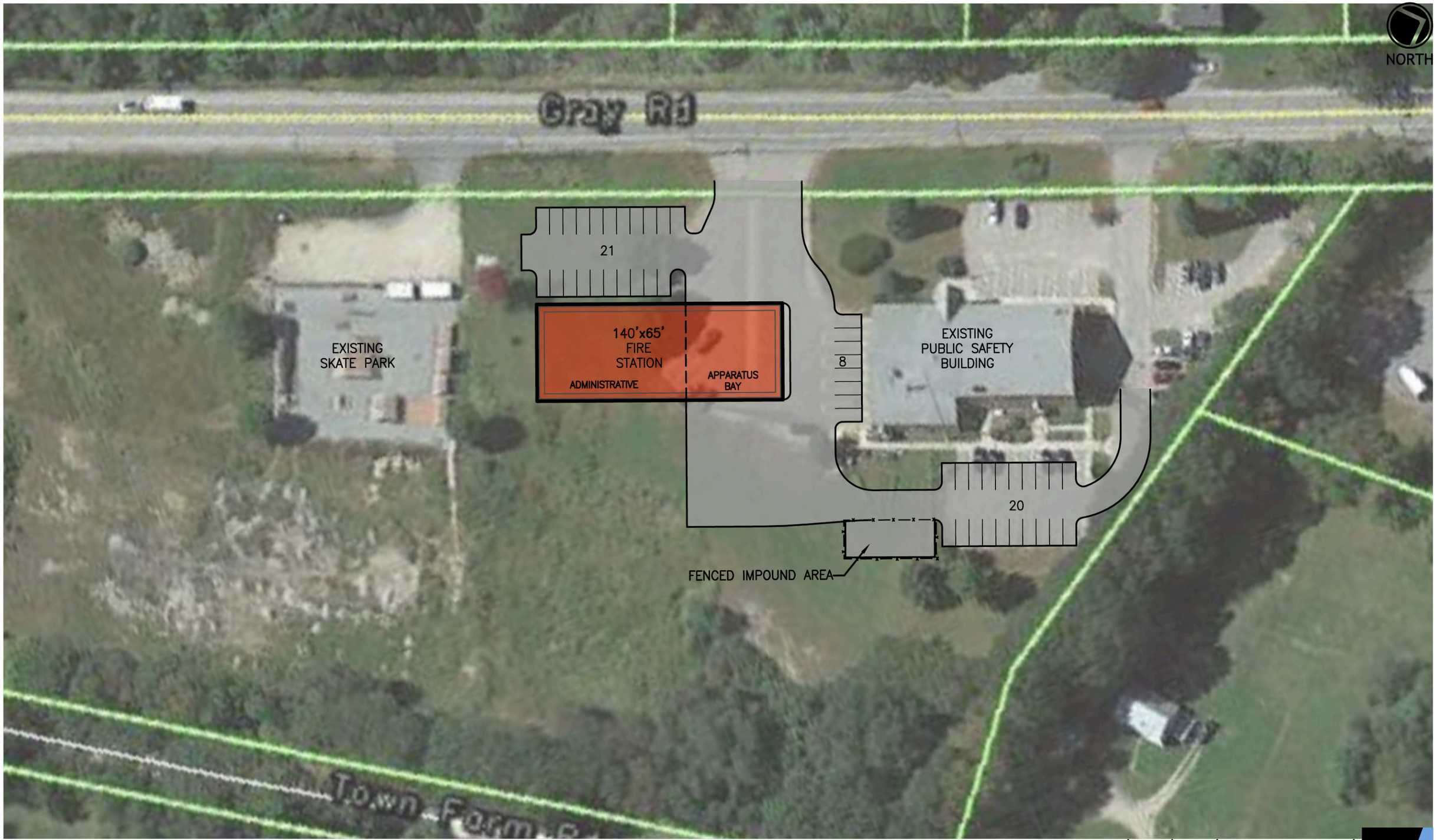
PUBLIC SAFETY OPTION 'B' - 75'x65' ADDITION

0 30' 60' 90' 180'

1" = 60'

20 MARCH 2014

SMRT



TOWN OF WINDHAM, MAINE

SPACE NEEDS & MASTER PLAN

FIRE STATION SITE PLAN

PULIC SAFETY OPTION 'C' - NEW FIRE STATION

0 30' 60' 90' 180'

1" = 60'

20 MARCH 2014

SMRT

TOWN OF WINDHAM, MAINE

SPACE NEEDS & MASTER PLAN

POLICE STATION SITE PLAN

PUBLIC SAFETY OPTION 'D' - POLICE STATION

20 MARCH 2014

SMRT

TOWN OF WINDHAM, MAINE

SPACE NEEDS & MASTER PLAN

SOUTH WINDHAM FIRE STATION SITE PLAN

SOUTH WINDHAM OPTION 'A' - 48'x60' NEW BUILDING

0 15' 30' 45' 90'

1" = 30'

20 MARCH 2014

SMRT

TOWN OF WINDHAM, MAINE

SPACE NEEDS & MASTER PLAN

SOUTH WINDHAM FIRE STATION SITE PLAN

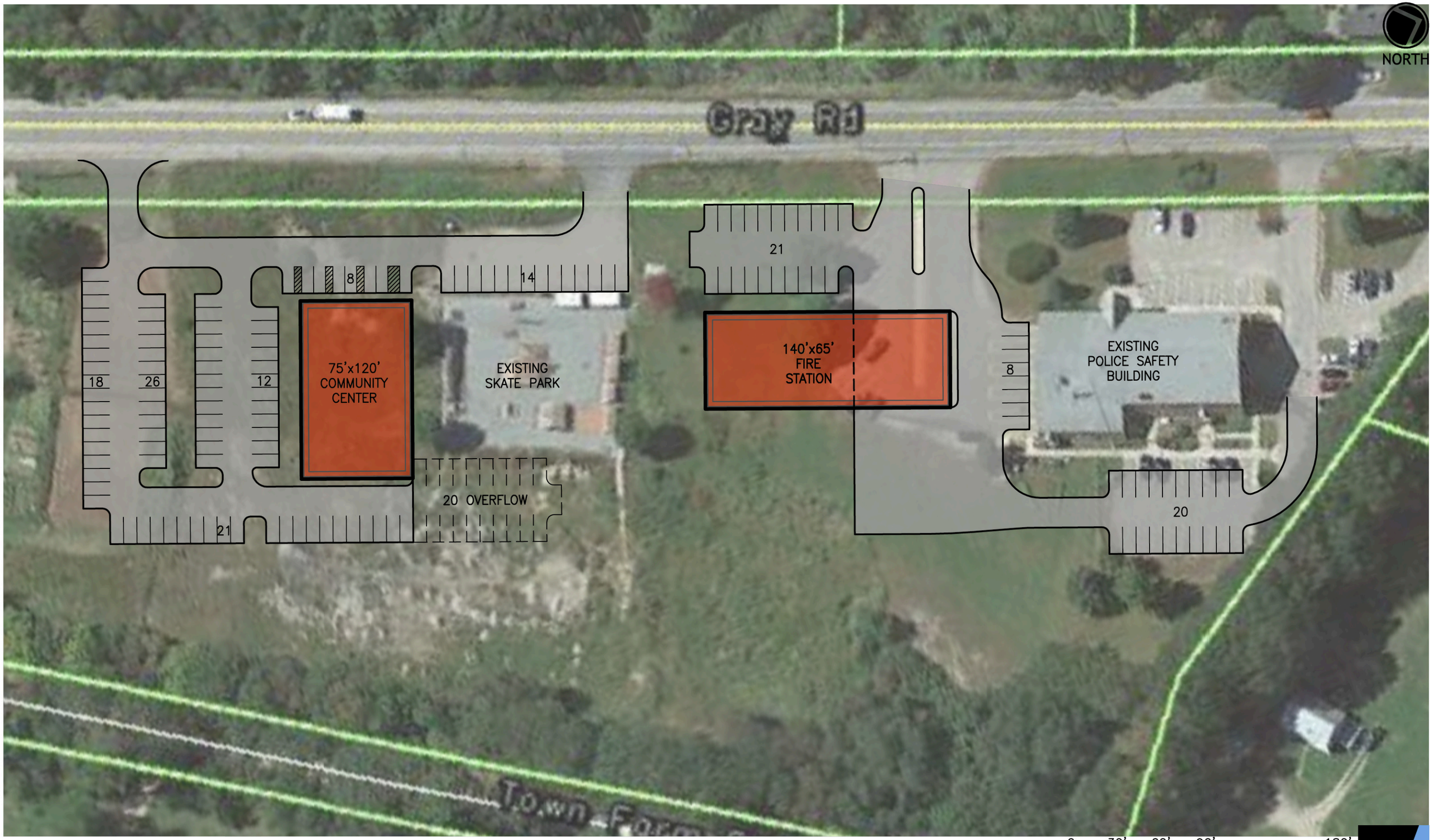
SOUTH WINDHAM OPTION 'B' - 48'x60' NEW BUILDING ON EXPANDED LOT

0 15' 30' 45' 90'

1" = 30'

20 MARCH 2014

SMRT



TOWN OF WINDHAM, MAINE

SPACE NEEDS & MASTER PLAN

COMMUNITY CENTER SITE PLAN

COMMUNITY CENTER & TOWN HALL OPTION

0 30' 60' 90' 180'

1" = 60'

20 MARCH 2014

SMRT

TOWN OF WINDHAM, MAINE

SPACE NEEDS & MASTER PLAN

POLICE STATION SITE PLAN

COMMUNITY CENTER & TOWN HALL OPTION C - MORRELL SITE

0 50' 100' 150' 300'

1" = 100'

18 AUGUST 2014

SMRT

Appendix B

Departmental Survey

TAB 5

Town of Windham

Space Needs Assessment and Facilities Master Planning

Departmental Programming Survey:

Please answer as many of the following questions as possible to assist us in gathering information that will be used in the programming. A meeting will be scheduled to discuss these issues and determine group functions and requirements.

1. Department Head's Name:
2. Mission of the Department:

   Example: To improve the work environment of the employees of the Town of Windham by creating departmental needs analysis and municipal facilities master plan.
3. Existing Location(s) of Department:

   Example: SMRT, 144 Fore St, Portland, ME, 2nd Floor
4. Number of Current Employees, include vacant currently budgeted positions if applicable. (How many are full-time, part-time, or temporary?) Provide job titles if relevant, these will be used to identify individual positions in the departmental program:
5. Projected number of Future Employees in the next 5 and 10 years. These are positions anticipated to in addition to or reduction of those listed in No. 4 above. (How many are full-time, part-time or temporary?):
6. Describe anticipated changes, either an increase or decrease, to your department that would affect your workload in the future. (i.e. technology that once deployed would increase or reduce certain aspects of your work load or interaction with customers.)
7. Critical Adjacencies Within Department Functions:

   Example: Sr. Designer must be adjacent to other Sr. Designers. All other designers should be located relatively close to the Sr. Designer but directly adjacent to the furniture and materials libraries. It is not imperative that an intern be adjacent to any of the designers but rather a nicety.
8. Rank Your Department's Relationship to Other Departments (Rank the other Town Departments by level of inter-relationship with your department, "1" being most closely related to "17" having the least relationship or interaction):

_____	Town Council	_____	Communications/TV 7	_____	Code Enforcement
_____	Town Manager	_____	Finance	_____	Planning
_____	Human Resources	_____	Information Services	_____	Public Works
_____	Town Clerk	_____	Economic Development	_____	Fire Rescue
_____	Tax Collection	_____	GA and Social Services	_____	Police
_____	Tax Assessor	_____	Public Library		

Additional Comments:

9. Description of Customers Served and Method/Location of Service:

   Example: Our main customer is the client. We meet at their location or our office. We also have in-house clients and services such as aiding project managers with programming, space planning, production of contract document and related detailing.

   a. Who are your customers, i.e. Town emplyees, the citizens of Windham, etc.?
   b. How many customers are served? Are customers served at the same time? Are there ever lines of customers waiting, if so is this a problem?
   c. How are your customers served, i.e. customer service counter, via the phone, etc.?
   d. Is your current service counter or method of service adequate to serve your customers properly? If not, what would you change?
   e. Do multiple people serve your customers?
   f. What is the level of confidentiality necessary when serving your customer?
   g. Would your customers be better served if you or your department were next to another department or entity?

10. Hours of Operation (Is Service access limited to specific hours?):

    Example: Normal business hours 8:00am – 5:00pm. Many times we have evening meetings and or working in the office late at night and on the weekends.

11. Public Access Requirements (Where does public interaction (if any) occur?):

    Example: Clients, contractors and subcontractors have project meetings at our office on a regular basis, utilizing all of our conference rooms.

    a. What is the best way to serve your customers, i.e. customer service counter, at your desk, etc.?
    b. Do customers need access to files or paperwork? What is the optimal way for this to happen?

12. Delivery Requirements (What are the frequency and type of deliveries?):

    Example: UPS, Fed Ex and the mail come twice a day. They drop off at the front reception desk so all items can be checked in and accounted. The printer's drop off drawings and specs more times than I can count. An area for intermediary storing for a large quantity of drawings is a necessity. No necessity for a loading dock.

13. Describe General Work Habits of Departmental Employees.

    a. Do employees work independently or in teams?
    b. Do employees work on the phone? If yes, how many hours per day?
    c. Do employees work on the computer? If yes, how many hours per day?
    d. Do employees have meetings with-in their workspace? If yes, how many hours per day and how many people?
    e. Do you need privacy within your work areas? If so, to what degree?
    f. Do you work outside of the building? If so, how many hours a day?

14. Conference/Training Room Needs (What are the sizes, frequency of use, proximity requirements and adjacencies?):
    a. Do you use a conference room? If so, how many hours a day or week?
    b. How many people do you have in your conferences?
    c. Who attends your conferences, i.e. internal staff, other departments, sales vendors, etc?
    d. What types of equipment are necessary in these conferences, i.e. a projector, a screen, video conferencing equipment, conference call equipment, etc?
    e. Do you use a training room? If so, how many hours a day or week?
    f. Do you leave the building for training? If so, would you be better served to have these sessions in-house?
15. Special Equipment Requirements:

    Example: We have multiple plotters (see attached equipment sheet) that have large paper storage need, shrink-wrap machine (see attached equipment sheet) and gluing areas necessary.

16. Special Archival Storage Needs, i.e. legal requirements for paper copies of certain files?
17. Do you use Electronic File Storage? If so, what software and format do you utilize?
18. Special Lighting Requirements (dimming capabilities, display lighting, etc.):

    Example: Display lighting needed at project display walls and critiquing areas. Computers are used so indirect lighting for less glare is a necessity. Conference Rooms should have the capabilities to have multiple media presentations, video, LCD, etc…

19. Special Furnishing Requirements:

    Example: Large quantities of drawings are needed at individual workstations, desks need to be deep enough to hold a set of 30x42 drawings and have 30x42 display board storage.

20. Desirable Employee Accommodations: (Locker Rooms, Exercise Room, Break/Lunch Room, Smoking Room, Showers, Bike Racks, etc.):
21. Security Requirements (key card access):

    Example: Each employee needs a security code to access the building during off hours.

22. If you could have anything in your work environment what would it be?
23. Additional Comments:

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Town of Windham

Space Needs Assessment and Facilities Master Planning

Inventory of Support Space

Please use the template below to identify your current and future equipment and furniture that will be required by your department. The inventory of equipment, furniture and storage will be incorporated into the department space program.

Department: _____

1. Equipment: List equipment currently used and anticipated to be used, by your department (printer, copiers, typewriters, fax, shredder, microwave, toaster, refrigerator, LCD, motorized/non-motorized projection screen, television, vending machines, etc.)

Equipment:	*Quantity:*	*Dimensions (WxDxH):*	*Location:*
Example:			
Color Copier (Canon XP145)	*1*	*60"x24"x36"*	*2nd Flr by Front Stairs*

Be prepared to discuss what equipment is shared and what is not.

2. Furnishings: List the type of furnishings you and/or your department currently use, the quantity, dimensions, location, and whether they are used by an individual or specific group of employees. Include items like whiteboard, tackboards, conference room tables and chairs.

Furnishings Type:	*Quantity:*	*Dimensions (WxDxH):*	*Location:*	*Use:*
Example:				
Task Chair	*1*	*24"x 25"x38"*	*Augusta's Wrkstn*	*Personal*

3. Storage: List the type of storage units you and/or your department currently use, the quantity, dimensions, location, and whether they are used by an individual or specific group of employees. Please include actively used off-site storage as well as non-active (secure archive) off-site storage.

Storage Type:	*Quantity:*	*Dimensions (WxDxH):*	*Location:*	*Used by:*
Example: Bookcase	*1*	*36"x 12"x60"*	*Augusta's Wrkstn*	*Self*
No Storage	_____	_____	_____	_____
Storage Cabinets	_____	_____	_____	_____
High Density Filing	_____	_____	_____	_____
3 Drawer Vertical File	_____	_____	_____	_____
4 Drawer Vertical File	_____	_____	_____	_____
5 Drawer Vertical File	_____	_____	_____	_____
2 Drawer Lateral File	_____	_____	_____	_____
3 Drawer Lateral File	_____	_____	_____	_____
4 Drawer Lateral File	_____	_____	_____	_____
5 Drawer Lateral File	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

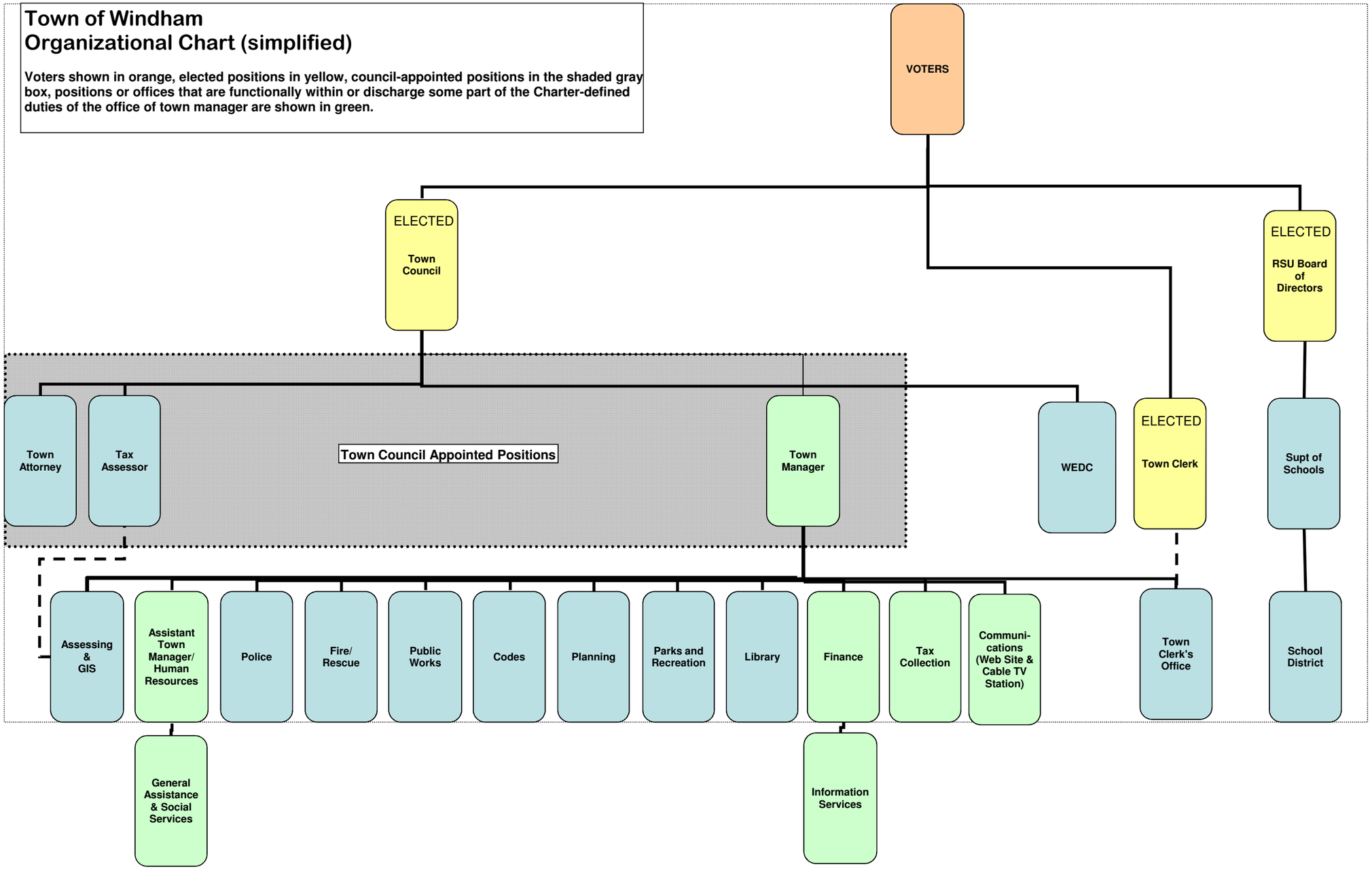
Appendix C

Town of Windham
Organizational Chart

TAB 6

Town of Windham
Organizational Chart (simplified)

Voters shown in orange, elected positions in yellow, council-appointed positions in the shaded gray box, positions or offices that are functionally within or discharge some part of the Charter-defined duties of the office of town manager are shown in green.



8/7/2014