



## **Introduction**

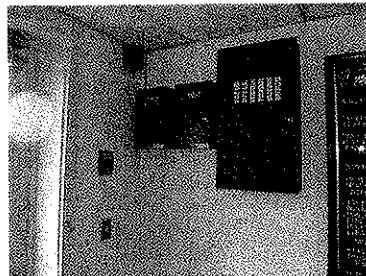
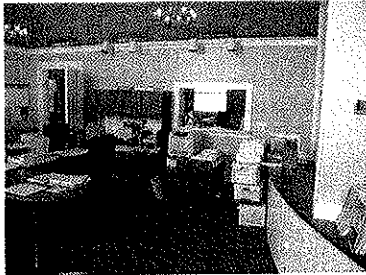
The Town of Rye has in recent years been evaluating what improvements should be considered for the Town Hall building. An energy audit conducted in 2009 noted major issues with the condition and energy performance of the building. The report noted that exterior walls are mostly uninsulated, there is no attic ventilation, roof shingles are failing and there are leaks requiring repair, water penetration is damaging the wooden eave molding and fascia boards, single-pane windows with sash cords and weights are drafty and inefficient, mechanical systems are old and inefficient, the fuel storage tank is buried on the North side of the building, and the electric service for the building is inadequate at 200 amps. A structural study completed in early 2011 evaluated foundation and roof structure concerns, and included recommendations for reinforcing the existing roof trusses to meet current code load requirements. In 2011, a grant was obtained for replacing the mechanical system with a geothermal heat pump system; this work is still pending final approvals.

The Town is at a crossroads in its decision making process. In order to better understand the Town's needs, the Town has retained the services of AG Architects, PC for the purpose of preparing a Facility Needs Assessment for Town departments at the Town Hall. Evaluating what the needs of the Town Hall are before determining what improvements to make to the building is both a prudent and logical step in this process. Identifying the space requirements of each Department, showing how the existing facility could be used to accommodate Town Hall needs, and confirming what community desires need to be incorporated into the Town Hall are all critical elements to consider in conjunction with addressing issues noted in earlier reports. It should also be noted that there is a very strong conservation ethic evident in Rye, which is reflected in a desire to preserve the Town's sense of history and to maintain its small town image. These values will need to be reflected in our Assessment and design concepts.

The following report provides a comprehensive basis for identifying the space needs for the different Town Hall departments. This is critical in establishing how much space each department needs now and in the future, and will serve as the foundation for design concepts developed as part of looking at solutions. Identifying the space needs is achieved through an evaluation of each of the departments, an inspection of Town Hall and related spaces (Storage at Public Safety, the old Police Station and Recreation Department facilities), developing projections for future needs, preparing a program summary that identifies space needs, and preparing conceptual designs for the Town Hall.

There were three basic steps taken in preparing this report. The first involved collection of data on functions for each department within Town Hall, along with Boards, Commissions and Committees. A combination of a Public Survey, Evaluation Forms, interviews with Departments, and a review of existing facilities provided a base of information for understanding Town services and available space. The evaluation of the existing facility focused on reviewing recent studies, observations on the physical condition of the building, identifying basic life safety code concerns and Americans with Disabilities Act accessibility concerns, reviewing technology considerations, and identifying historic elements critical to the history of the facility. A review of population and growth projections for the Town was also performed in order to evaluate the potential impact on Town services and the needs of Town Hall. The second step provided conclusions related to future staff projections, its impact on each department, and preparing a space program to meet these future needs. The final task has been to develop conceptual plans that resolve present and future space requirements and respect the historic nature of the building.

A summary concludes with recommendations for resolving current space needs, meeting future anticipated needs, and preparation of a design concept that meets the needs of the Town.



- The building electrical system is served by a 200 amp main panel, which is considered inadequate for current building needs. There are numerous wiring and circuit problems noted in the building report.
- Electrical outlets have been taped over by staff where the use of an outlet causes circuits to trip.
- Lighting in Town Hall is a mix of fluorescent fixtures, incandescent fixtures, track lights and chandeliers. Improvements, upgrades and the use of more efficient fixtures is required.
- There is a fire alarm system in the building with visual and audible strobes in most locations. Occupied areas including toilet rooms require visual alarms to be added.

The physical aging and deterioration of Town Hall can be addressed through repairs, improvements and ongoing maintenance. Performing repairs and improvements can be done at any time, but they can more effectively be done in the context of future building plans so that work is not duplicated, done unnecessarily, or done without considering the full impact of improvements. An example is the need for improving ventilation within the building to maintain a healthy work environment. The mechanical system does not currently provide sufficient ventilation air throughout, as required by today's energy and mechanical codes. Fresh air is introduced via an inadequately sized window mounted vent and indirectly through drafty windows and walls. Improving insulation and installing new windows would affect the envelope of the building while simultaneously having the effect of increasing the levels of unhealthy air in the building. Improvements to insulation, windows, and the mechanical system should be done together.

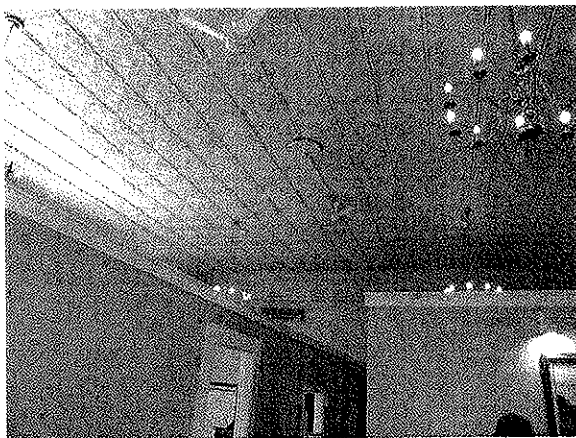
The condition of the Town Hall is at a critical point. Historic wood trim is deteriorating due to water infiltration, paint is peeling, roof shingles are in need of replacement and flashing needs to be repaired to prevent ongoing leaks, walls lack insulation, single-pane windows are very low efficiency, the mechanical system is inadequate and inefficient, and the electrical capacity is undersized for today's electronic needs. Interior improvements to the mechanical and electrical systems will also require significant rework of interior finishes. Preserving the Town Hall for future generations requires that a coordinated, thorough plan of improvements be put in place in the immediate future. The extent of improvements are best coordinated with a comprehensive plan for interior and exterior improvements.



- The roof and building structure is a timber frame with purlins and 1x12 board decking for the roof. The timber frame is classic construction with a combination of king post trusses and queen post trusses. The belfry extends vertically above the queen post trusses.



- There are several furnishings in the building that may also have historical significance. These include the benches (although slightly modified) and the chandeliers.



The historical significance of the building and the details that are integral to its character should be documented as part of the design process by an architectural historian, as previously noted. Maintaining and preserving the character and history of the building should be a defining component of plans for improving, expanding and/or reusing the building. Some of the historic elements are not obvious or often visible to the public, such as the roof trusses or the winder stairs, but they are integral to the nature of the building. It is the responsibility of both the Town and its consultants to respect and enhance this history.



**Design Concept:**

The design concepts presented in this analysis are not intended to be the final designs, since additional design work and reviews with the Heritage Commission, Historic District Commission, and the Public will all be necessary. The concepts are intended, however, to show the feasibility of accommodating the needs of Town Hall on the current site. The attached Proposed Site Plan, First and Second Floor Plans, and Perspective Views (Options 1 and 2) portray an expanded Town Hall that will meet current and projected future needs. It is important to note that there were several options proposed for how and where the 15,000 SF Town Hall could be built, including the following:

1. Build a new facility on another site.
2. Renovate and expand the current Town Hall.
3. Tear down the current Town Hall and build a new facility on the current site.
4. Use the current Town Hall without expanding and locate several Departments at other locations.

A brief analysis of each option concluded the following:

1. A new facility of 15,000 GSF would cost more than Option 2. The cost of constructing the building would be approximately the same as Option 2, but there would also be additional costs for purchasing land, providing a septic system, providing parking and other site improvements, and then the current Town Hall would still have to be renovated (purpose not known). It was also noted that it was difficult finding land in the center of Town when the Public Safety building was built. Furthermore, the consensus was that Town Hall should remain in what is seen as the center of Town.
2. Renovating and expanding Town Hall on the current site would accommodate the 15,000 SF needed, and would permit improvements needed for the historic facility to be accomplished. Concern with maintaining the historic integrity of the historic Town Hall is paramount.
3. Tearing down the current Town Hall and erecting a new building is not acceptable given the strong desire to preserve the Town's historical Town Hall building.
4. There is currently only one vacant Town building, which is the old Police Station on Central Road. There is also a potential to build 7,500 SF± as a second floor above the Public Safety apparatus bays. The old Police Station is a one story, wood frame building with no heating system, a septic system in failure (the tank was being pumped often as a temporary solution), no parking, and is generally in poor condition. Major renovation would be needed. An initial analysis of adding a second floor at the Public Safety building includes the following:
  - Security for police and fire departments is a concern. A separate entrance for the second floor is necessary.
  - A fire-rated second floor has to be built; only the columns, perimeter beams and roof are in place.
  - An elevator and two stair towers are required to be added to meet Codes.
  - Windows (dormers) are required for natural light.
  - Additional parking is required on site to accommodate Staff and Public.
  - Septic system may have to be enlarged for additional capacity.
  - The cost to build the second floor is as much as new construction elsewhere. Renovations and adding building systems at several locations throughout Town could make this option more expensive.
  - The impact on efficiency of staffing at Town Hall, an element of lean design, is severely impacted. Town staff cannot easily shift or share duties when they are in different facilities, so continuing operational costs would be higher.
  - Locating Departments throughout Town might not require expansion of the Town Hall building.



- Ease of access to Departments by the Public is made more difficult; residents often stop in not sure of which Department is needed.

The disadvantages of Option 4 led to the conclusion that Option 2, Renovating and Expanding the Current Town Hall, provides the best value to the Town.

The design of a renovated and expanded Town Hall has the following benefits:

- The critical issue of providing space to meet the needs of the Town are resolved.
- The Great Hall is restored to its original purpose and historic simplicity.
- The Hall would accommodate 125 persons and permit larger Town meetings to occur in the Town Hall, and avoid scheduling conflicts at other locations. It also would be available for day and evening programs not currently provided, and include a kitchen to support programs.
- A variety of meeting spaces besides the Great Hall are provided for smaller Town meetings, including new Meeting Chambers and two smaller conference rooms.
- The Town has noted the desire to maintain the small town feel and decorum of open meetings. Meeting space will be designed to enhance use of new technologies while respecting the relationship with its residents.
- Storage and vault spaces are located to provide adequate storage space and to be accessible to Staff for quick access and efficiency. The potential to reduce storage space with computer technology is limited by what paper records are required to be kept by State statute.
- The design intends to address the tension between past and future with a neutral link located between the existing Town Hall building and the new addition. It recognizes the historic architecture by maintaining the character and outline of the existing building, separating it from the new addition with a simple circulation link, and with the new addition of brick exterior and a respectful, traditional meeting hall style of architecture.
- The plans are designed to minimize circulation space, which is why the link serves as a hub with the existing building and addition revolving around the hub.
- The location and arrangement of Departments is designed to provide ease of access for the public, to locate Departments adjacent to each other where beneficial, to accommodate communication between critical Departments, and to provide sufficient space for current and future needs. The efficiency of layout provides better opportunities for staff cooperation and multiple duties, and improves service to residents. This is the essence of Lean design.
- Sustainable design strategies include reusing the current Town Hall space and materials to the extent practical, utilizing a geothermal heat pump system for a lower carbon footprint, and exploring other strategies such as landscaping with deciduous trees on the South side for passive solar control, improving the thermal envelope for reduced energy use, replacing windows with high-efficiency units and the possible use of solar photovoltaic and solar domestic hot water systems.
- The new addition cuts into the hillside to minimize the apparent mass. Mechanical and storage space are conveniently located underground. Only the smaller gable ends are visible from the roads.
- The orientation of the addition allows access on the second floor from the parking lot to the North, which is Town land.
- Phasing of construction would permit the Town Hall to be properly renovated inside and out without major disruption of public services.



**Approximate Size:**

First Floor:	7,845 GSF
Second Floor:	<u>7,441 GSF</u>
Total	15,286 GSF

**Estimated Construction Time:**

The construction will require work to be completed in several phases. The first step would be to temporarily relocate Recreation and the Building Department files, and to demolish the existing rear “porch” of Town Hall. The new addition would then be built. Phase 2 starts by moving the different Town Hall Departments into the new building. This frees up the existing building for renovations. Once renovations are complete, the third phase would be to move the appropriate Departments into the renovated space. The extent of time required for the phased construction will depend on the final scope of work to be established in the final design.

Phase 1A:

- Relocate Recreation and Building Files to temporary modular unit.
- Demolish rear “porch” on Town Hall.

Phase 1B:

- Construct new addition.

Phase 2A:

- Move Departments from existing Town Hall into new addition (temporarily locate Assessing in Building Dept. and Sewer in Committee Work Room).

Phase 2B:

- Renovate existing Town Hall, including structural modifications To second floor.

Phase 3:

- Move Assessing, Sewer and Recreation into renovated first floor.
- Remove temporary modular unit.

**Estimate of Construction Cost:**

The estimated construction cost will depend on the final design solution and confirming the extent of renovations required for the existing Town Hall. Issues such as replacement or restoration of windows, the extent of wood trim or siding replacement, and interior renovations required for the structure will need to be confirmed as part of the final design process. Once the scope of work is identified during the design process, then an estimate of construction cost will be prepared.



## **Summary**

The Rye Town Hall has a long history from the time it was constructed as a church circa 1841, to its becoming a Town Hall in 1873, and all the way to the present. Today it is the heart of the civic community in the historic center of Rye, serving as both the Town Hall and an iconic link to the Town's history.

The Town Hall Facility Needs Assessment is a continuing step in the process of determining how to use the facility and how to protect it for the future. Previous studies have identified concerns with poor energy performance, inadequate building mechanical and electrical systems, with deteriorating conditions of the building, and with the old timber frame structure. Our assessment touches on these issues, but focuses primarily on the working conditions and needs of the Town for lean, efficient and adequate space for administrative services. Consider current conditions:

- The second floor is not accessible for the disabled, as required by the Americans with Disabilities Act (ADA).
- Exits from the second floor do not meet Life Safety codes. Stair treads do not comply with code for safety, and exit doors are either locked or blocked with work desks due to lack of space.
- Offices on the second floor with open ceilings are completely lacking in privacy.
- The court room is the only enclosed meeting space, and is often being used for layout work space. There is a daily need for additional space for meetings during office hours.
- Work desks, copiers, files and maps are located in corridors and stairways due to lack of space.
- Computers, monitors and keyboards fill the available work and desk space, and there is no extra space to expand the work area. Computer technology has actually increased the amount of desk space needed.
- Files and storage needs are continually increasing. This is one area in which computer technology could help reduce storage requirements, except that many of the paper files and documents are required to be kept by State statute. Storage has already been dispersed to other facilities; the Belfry, Public Safety basement and old Police Station contain many files and supplies for numerous Departments. Toilet paper and other supplies for the Recreation Department programs are stored at the old Police Station due to lack of space and to keep the mice from stealing them! Centralized, easily accessed storage is needed to perform tasks efficiently.
- Public counters all fail to meet ADA requirements for accessibility, and there is no room for an additional service window(s) at the busiest Department, Town Clerk/Tax Collector.
- The lunch room doubles duty as the mail/copy room due to lack of space.
- Department after department has no space to lay out files for projects, drawings, or program equipment/supplies.
- Corridors and staff walking through offices or the court room to reach other offices makes for an inefficient work environment.
- The Town Hall building requires significant physical improvements throughout, as outlined in the previous observations.

The Town Hall Facility Needs Assessment has been approached in a comprehensive manner. We have identified space needs through a series of questionnaires of Town Hall Departments, Town Boards, Commissions and Committees, interviews with staff, and a review of the existing Town Hall. The existing facility has been toured to evaluate its condition and suitability for future use, as well as to confirm the amount of space available. The existing building materials and systems and their condition had been reviewed in previous studies and have been noted in this report. Historic considerations are very important with this building, and these issues are also detailed in our



Assessment. Growth projections for the Town and region have been reviewed and the impact on staffing and potential space needs has been included. The interaction and function of Town Departments has been considered and a Space Program developed to chart a course for necessary improvements.

The existing Town Hall facility is approximately 6,168 GSF in size, with an additional 981 GSF of current remote storage space identified that should be included in the Town Hall facility. The Program Summary projects the need for over 15,000 GSF in order to properly provide for the services required at Town Hall. The options that were considered for how and where to provide an enlarged Town Hall are described in the discussion on Design, Section D. Renovating and expanding Town Hall is recommended as the most effective solution when considering initial costs, long term operational costs, and the desire to maintain the existing Town Hall building as a continuing part of the Town's history and sense of community in the historic center of Town. The expansion of Town Hall resolves the serious space needs and permits staff to work together efficiently in a single location. Many staff are cross-trained to assist in other Departments on a daily, weekly and yearly basis, which helps provide high quality and responsive service to the Public. The design concepts presented are not final plans, but are intended to show the feasibility for resolving Town administrative needs on the current site.

The need for a significant increase to over 15,000 SF is clear as outlined in this Facility Needs Assessment. Costs for design and construction will depend on the full scope of renovations, which remains to be confirmed in the next phase of work. The phasing required for construction and keeping the Town Hall open is also outlined. We have recommended that the Town approach renovating and expanding the Town Hall over the next two+ years. The first year would finalize the design and identify the scope for all renovations, and includes preparation of an estimated cost of construction. Following approval by voters in March 2013, the second year would include developing construction documents, confirming estimated costs for the work, and commencing construction.

The design and layout of a work environment has an incredible influence on the productivity, efficiency and morale of staff in any facility, and on how it is perceived by the Public. The current Town Hall space is sorely inadequate in all these aspects. The Town Hall building can't wait too much longer for the care that is needed.





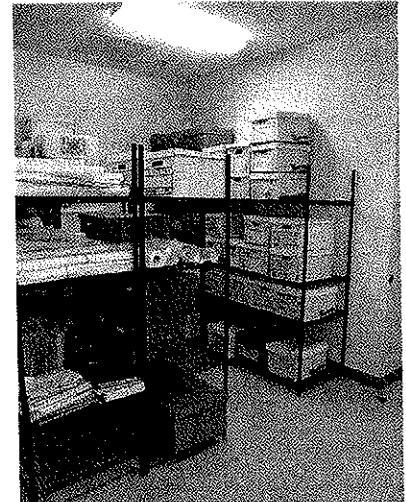
**Comment Summary:**

- Good database is important. Potential for digital/always have paper.
- Need larger conference rooms (shared space).
- Need more storage. Will have 500 sets of plans by 2030.
- Office is too small.
- Need layout table.
- Privacy is an issue – needs separate area to meet with people, but still be accessible to public.
- Planning and Building should be in same area - shared Receptionist.
- Microwave.
- Keep parking available.

**Inadequacies:**

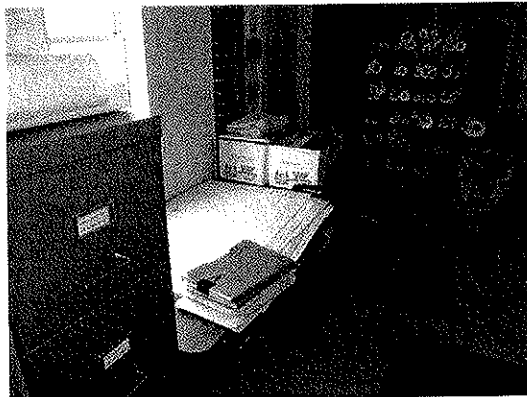
**Public Safety:**

- Storage.
- Remote location.

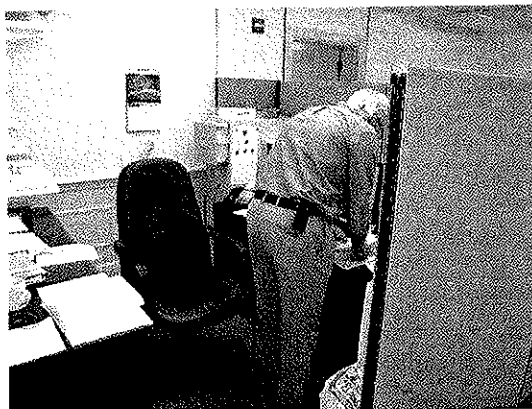


Public Safety

- Work Space.
- Storage.



- Work Space.
- Privacy.
- Meeting Space.
- Storage.





## **Questionnaire / Interview Summary**

### **Treasurer**

#### **Employees:**

Current:	1 part-time.
Projected 2015:	1 part-time.
Projected 2030:	1 part-time.

#### **Customer:**

Public: 0%	Town Departments: 100%
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**Visitors per Day:** 10 per year, meets in space; December-February is busiest.

#### **Functions:**

- Sign all checks, balance accounts.
- Works 2 days per week for 6-7 hours per day. 1 December - mid-February works 30 hours per week.
- Need to spread out when closing the books.

#### **Frequent Contact with other Town Departments:**

- Town Hall: Finance, Tax Collector, Town Administrator.
- Boards: Conservation Commission.
- Locate adjacent to Finance.

#### **Meeting Requirements:**

- Meet with Bank VP 1-2 x per year.

#### **Space Requirements:**

Current:	65 SF in exit stair corridor.
Proposed:	Secure work space, layout space, room for table.
Proposed SF:	100' Office.
Equipment:	Desk, copy machine (in Corridor), computer, shared printer, file cabinet, check printer, phone, calculator.
	Storage: Previous year in file downstairs, uses attic and Public Safety.



## **Questionnaire / Interview Summary**

### **Trust Funds**

#### **Employees:**

Current:	1 part-time.
Projected 2015:	1 part-time.
Projected 2030:	1 part-time.

#### **Customer:**

Public: 0%	Town Departments: 100%
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**Visitors per Day:**      0

#### **Functions:**

- Manage trust funds, cap reserve, several million \$\$ invested for cemetery, library and precincts.
- Bookkeeping for trust funds and cemetery.
- Clerical work for 53B SE Regional Refuse Disposal District.
- Manages cap reserve for Rye Water District and Rye Beach District.

#### **Frequent Contact with other Town Departments:**

- Selectmen's Office.

#### **Meeting Requirements:**

- Meet at separate facility.

#### **Space Requirements:**

Current:	67 SF in exit stair corridor. Old records stored in attic, usually limited to a couple years, plus storage at Public Safety.
Proposed:	Needs more file cabinets.
Proposed SF:	100 SF Secure Office.
Equipment:	Desk, 2 computers, printer, file cabinet, phone, calculator, paper, office supplies.



## Conclusions

### Staff Projections:

Our interviews with staff did not identify major changes desired in the level of services that the Town provides, but did show some desired increase in staffing as projected by individual Departments. Although it is conceivable that future events, technology and policy decisions may alter Town services, indications are that growth will be slow for the next two decades. Current needs, particularly for work space, storage space and conference space appear to be the critical issues. Population is projected to increase by 11.8% (640) over the next 20 years.

There are currently 10 full-time and 19 part-time staff. Estimated staff projections for full-time and part-time employees included in our evaluation as suggested by Staff over the 20 year time period shown increase as follows:

	2012		2015		2030	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Assessing	1	1	1	1	1	1
Building Inspection/Code Enforcement	1	1	2	1 Recpn	3**	1
Finance/Assistant Town Administrator	1	1 Secy	1	1	2	1
Planning	1	0	1	1 Asst.	1	1 Asst.
Recreation	3	10	4	10	4	10
Selectmen's Office	1	0	1	0	1	0
Sewer Department	0	2	0	2	0	2
Town Clerk/Tax Collector	2	1	3	1*	3	2*
Town Administrator	0	1	1	0	1	0
Treasurer	0	1	0	1	0	1
Trust Funds	0	1	0	1	0	1

\* Certain times of year.

\*\* Add inspector.

The number of employees within municipal governments for similar size municipalities varies significantly depending on many factors. There are no "acceptable" standards to follow. Identifying the number of projected employees through the evaluation forms and interviews has allowed us to provide a factor in our space program for future space requirements. The anticipated growth can therefore be accommodated in the space planning. The Program Summary provides a table of current square footage for each department and proposed square footage to address current and future staffing needs. Our review of the facilities found a serious lack of present space in most departments that, if properly addressed, would also meet the future growth needs.

**C-2**



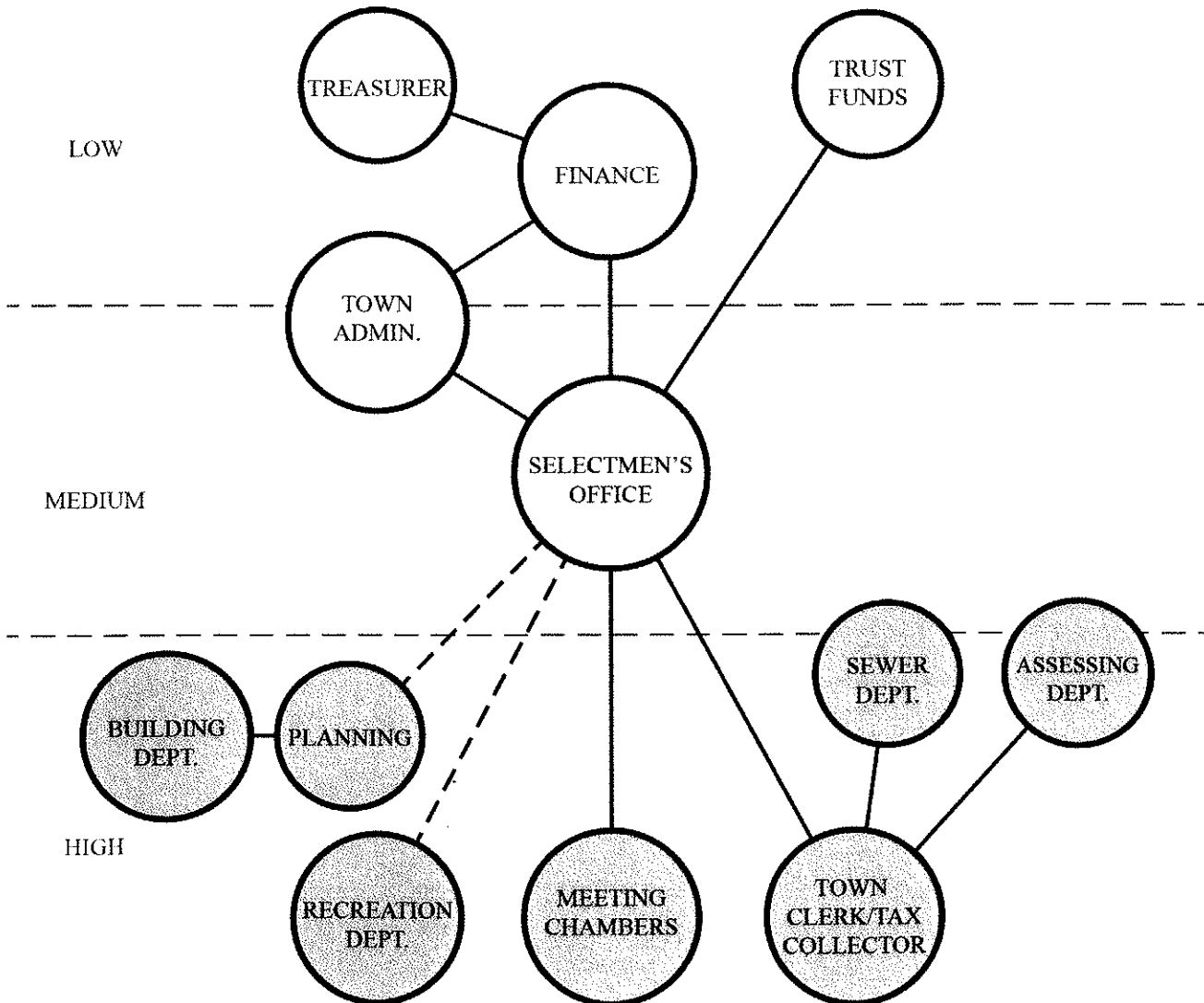
The Departments, Boards, Commissions and Committee evaluations and interviews provided an objective basis for determining which departments interact the most with each other. This is an important element utilized in creating an efficient design. Groups that interact more frequently are better located adjacent to each other. Even in our digital age, a significant amount of communication happens in person. The Adjacency/Interaction Matrix below graphically shows the important relationships. The higher numbers indicate more frequent interaction.

	Assessing	Building Inspection/Code Enforcement	Finance/Assistant Town Administrator	Planning	Recreation	Selectmen's Office	Sewer Department	Town Clerk/Tax Collector	Town Administrator	Treasurer	Trust Funds		Selectmen	Beach Commission	Budget Committee	Capital Improvements Plan	Cemetery	Conservation Commission	Energy Committee	Heritage Commission	Historic District Committee	Mosquito Control Commission	Transcription	
Assessing		3.5	3.0	2.5	1.0	4.0	2.5	4.5	2.5	1.5	0.0		3.3	1.0	1.5	1.0	1.0	3.5	1.0	4.0	1.0	1.0	1.0	
Building Inspection/Code Enforcement			2.0	5.0	2.5	4.0	2.5	2.0	4.0	2.0	0.0		1.7	2.0	2.5	3.5	1.0	3.5	3.0	5.0	3.5	1.0	3.0	
Finance/Assistant Town Administrator				3.0	3.5	5.0	3.0	3.5	5.0	5.0	2.0		4.7	2.0	4.5	4.0	2.0	3.0	4.0	5.0	2.0	5.0	4.0	
Planning					2.0	4.5	1.5	1.5	4.0	2.5	0.0		2.0	2.0	3.5	4.0	1.0	4.0	3.0	5.0	2.5	1.0	5.0	
Recreation						4.5	1.0	1.5	3.0	4.0	0.0		2.3	1.0	2.5	2.5	1.0	3.5	2.0	3.0	1.0	2.0	1.0	
Selectmen's Office							4.0	4.0	5.0	4.0	5.0		5.0	2.0	4.5	4.0	1.0	3.0	4.0	5.0	3.5	5.0	1.0	
Sewer Department								4.0	3.0	3.5	0.0		1.7	1.0	2.0	2.5	1.0	1.5	2.0	2.0	1.0	1.0	1.0	
Town Clerk/Tax Collector									3.0	3.5	1.0		2.0	1.0	2.5	1.0	1.0	2.5	2.0	2.0	2.5	2.0	1.0	
Town Administrator										2.5	0.0		5.0	3.0	4.0	3.0	1.0	2.5	4.0	3.0	2.5	2.5	2.0	
Treasurer											1.0		1.3	1.0	3.0	1.5	2.0	4.0	3.0	5.0	1.0	1.0	1.0	
Trust Funds													0.0	0.0	0.0	0.0	4.0	0.0	--	--	0.0	--	0.0	
Selectmen														--	4.0	3.0	--	4.0	3.0	5.0	3.0	3.0	--	
Beach Commission															1.0	1.0	--	4.0	3.0	3.0	1.0	1.0	--	
Budget Committee																5.0	2.0	3.0	3.0	5.0	1.5	3.0	5.0	
Capital Improvements Plan																	2.0	1.5	3.0	5.0	1.0	1.0	5.0	
Cemetery																		1.0	1.0	1.0	1.0	1.0	--	
Conservation Commission																			4.0	3.0	3.0	3.0	5.0	
Energy Committee																				--	4.0	--	1.0	
Heritage Commission																					5.0	--	3.0	
Historic District Committee																						1.0	4.0	
Mosquito Control Commission																							1.0	
Transcription																								
Fire Department																								
Library																								
Public Works																								
Police																								



**Public Interaction/Relationship Diagram:**

The attached Public Interaction/Relationship Diagram summarizes two important design considerations. This information is also derived from the Evaluation Forms and Interviews. The first consideration is the primary and secondary relationships between Departments within Town Hall, as indicated by solid and dashed lines. This is a graphic portrayal of the previous Adjacency/Interaction Matrix. The second relationship is the amount of interaction Departments have with the Public. The Departments with frequent interaction are shown toward the lower part of the diagram, and those with less interaction toward the top. The organization of Town Hall should create ease of access for the Public.





**Program Summary:**

A key component of our data collection, analysis and conclusions is the following Program Summary. The Summary identifies the existing square footage for each Department, the proposed square footage for each, and critical concerns for each space. The existing Town Hall is 6,168 SF in size, plus there is storage space located in the Public Safety Building (557 SF), in the Belfry of Town Hall (250 SF), and at the old Police Station (174 SF). It is proposed that work space, storage space and meeting space for Town Hall be provided in one location to maximize access, efficiency and long term economy. The Program Summary and Public Interaction/Relationship Diagram provide the basis for developing the design concept.

## Town of Rye - Town Hall Program Summary

AG Architects Project No. 11-612  
22 December 2011

Room Name	Current SF	Proposed SF	Comments
<b>Meeting Chambers</b>	407	500	Currently too small. Create two rooms: small capacity 20-30 including front table, and large capacity 75+ when needed. 10+ seats at front for Boards/Commissions. Utilize Junior High School for larger meetings. Improve presentation capabilities, upgrade seating, maintain close-knit atmosphere. Audio recording required.
Great Hall		1,698	Utilize restored Second Floor Great Hall for larger meetings, community use; capacity 125.
Kitchen		126	Kitchen for program use.
Storage		100	Chairs, tables.
<b>Meeting Chambers Subtotal</b>	<b>407</b>	<b>2,424</b>	
<b>Selectmen's Office</b>	353	225	Too large. Privacy required. Locate adjacent to Town Admin./Asst. Town Admin. Deals with public and all departments. Keeps active files.
<b>Selectmen's Office Subtotal</b>	<b>353</b>	<b>225</b>	
<b>Town Administrator</b>	276	275	Regularly meets with departments, occasionally public. Confidentiality important. Table for 6; utilize for non-public meetings. Locate near Selectmen's Office, Finance.
<b>Town Administrator Subtotal</b>	<b>276</b>	<b>275</b>	
<b>Finance/Assistant Town Administrator</b>	264	270	Security and privacy currently lacking; improve. Handles Human Resources. Locate adjacent to Town Admin. Add 2 vertical 4-drawer file cabinet(s). Used for signing manifest (currently 20 SF +/-).
Selectmen's Desk			
Assistant Work Area	0	80	Currently works in Recreation; locate work area with Finance.
<b>Finance/Asst. Administrator Subtotal</b>	<b>264</b>	<b>350</b>	
<b>Assessing</b>			
Public Access Counter	232	360	Counter to serve public; currently in Corridor. Clerk work station, files access in Department. Locate near Tax Collector/Building. Answers phones.
		180	Assessor needs private office to meet with taxpayers; access to tax maps.
		100	Public access to tax maps, computer access; currently in Corridor.
<b>Public Access Subtotal</b>	<b>232</b>	<b>640</b>	
<b>Town Clerk/Tax Collector</b>	371	600	Major access by public; provide 3 service windows, public currently stands in Corridor; 3 workstations all visible, copier/printer in space.
Vault	58	180	Protected records.
Closet (Chambers, Boiler, Corridor, Belfry)	22	200	Storage closet.
Meeting Room	0	120	Meet with public, fill out marriage licenses. Could share room.
<b>Town Clerk/Tax Collector Subtotal</b>	<b>451</b>	<b>1,100</b>	



Room Name	Current SF	Proposed SF	Comments
<b>Planning</b>	128	225	Locate with Building Dept., share files. Add files storage. Uses Meeting Chambers for layout space; needs more layout space. Small meeting room (shared) to meet. Share assistant with Building.
Closets	49		
<b>Planning Subtotal</b>	<b>177</b>	<b>225</b>	
<b>Building Department</b>	299	225	Need separate office for Building Inspector. Plan layout space required.
		240	Assistant, Reception counter, waiting space, tax maps.
Files (Building and Planning)	230	600	Return files from Public Safety; consider high density storage. Double capacity by 2030.
	0	120	Future Inspector.
Closet	25	25	Supplies.
Conference Room	0	200	Meet with public, 6 person capacity, table for plan layout.
<b>Building Department Subtotal</b>	<b>554</b>	<b>1,410</b>	
<b>Sewer</b>	208	250	2 work stations; Administrator, Clerk of Works. Map layout space. Small meetings in office.
<b>Sewer Subtotal</b>	<b>208</b>	<b>250</b>	
<b>Public Works Director</b>	0	0	Consider locating Director at Town Hall. Manager; interacts with other staff frequently.
<b>Public Works Director Subtotal</b>	<b>0</b>	<b>0</b>	
<b>Recreation</b>	228	320	Prep area critical; two workstations, future third.
Director Office	0	180	Privacy needed at times.
Files	66		
Closet Supplies	20	400	Storage for program materials.
Closets, Storage	40		Current off-site facilities: Old Police Department: Storage Room 174 SF Rec equipment storage, rodent free storage (toilet paper), no heat, odor issue. Recreation Area: Fields: 2 baseball fields, basketball court, 1 large/2 junior soccer fields. Facilities: 1,150 SF building, functions (540 SF)/kitchen/storage/toilets; rodent problems 663 SF modular, functions (500 SF)/storage 250 SF storage/concessions, 130 SF shed, outdoor storage Parking insufficient peak times. After School Program: Serves 60 children, 890 SF activity room/storage, 890 SF +/- art room, gym (when available). Review Community Center option: Senior programs, after school programs, evening adult programs, kitchen space, etc.
<b>Recreation Subtotal</b>	<b>354</b>	<b>900</b>	

Room Name	Current SF	Proposed SF	Comments
<b>Treasurer</b>	65	100	Workstation; secure area; layout space needed when closing books; access to records (at Public Safety); adjacent to Finance.
<b>Treasurer Subtotal</b>	<b>65</b>	<b>100</b>	
<b>Trust Funds</b>	67	100	Workstation; secure area important; records currently in attic and Public Safety.
<b>Trust Funds Subtotal</b>	<b>67</b>	<b>100</b>	
<b>Storage</b>			
Public Safety-Financials	234	200	Financials (confidential); locate in Town Hall.
Public Safety-Miscellaneous	254	0	Building, Planning, Sewer, Conservation, Legal, Recreation; locate in Departments.
Town Hall Attic	250	0	Locate in Departments.
<b>Storage Subtotal</b>	<b>738</b>	<b>200</b>	
<b>Staff Facilities</b>			
Staff Break Room	131	225	Kitchen counter, coffee, chairs and tables.
Kitchennette (First Floor)	113	0	Includes copier.
Copy/Mail Room	0	300	Currently in other spaces; locate 1 each floor; space to layout. Mail for Departments, Boards, and Commissions.
Committee Work Room	0	180	Workspace, computer access, files storage (locked). Conservation: 3-4 file cabinets; Heritage: 1 file cabinet drawer; Budget: Files in Department; CIP: Files in Department; HDC: Files in Department; Mosquito: Store greenhead traps (currently at Police Dept.) Energy Commission: Files in Departments.
IT Support/Server	0	112	Provide work space for vendor/future staff, 8'x14', include server rack for equipment/wiring.
<b>Staff Break Room Subtotal</b>	<b>244</b>	<b>817</b>	
<b>Miscellaneous</b>			
Vestibule	37	50	Accessible size.
Lobby	0	200	Public notices, entrance area.
Public Corridor (First Floor)	436	400	Currently includes service window at Town Clerk/Tax Collector; includes table/chairs for maps; move to Departments.
Public Corridor (Second Floor)	412	400	Currently includes copier; includes Assessor maps; move to Departments.
Access Corridor (Second Floor)	98	0	
Restrooms:			
Men (First Floor)	32	60	Accessible size.
Women (First Floor)	43	60	Accessible size.
Men and Women (Second Floor)	39	254	Provide separate men/women, accessible.
Stair 1	113	400	Two floors.
Stair 2	158	158	Retain historic stair (?)
Stair 3	145	0	Remove historic stair (?)
Elevator	0	130	Two floors, accessible.
Elevator Maintenance Room	0	80	
<b>Miscellaneous Subtotal</b>	<b>1,513</b>	<b>2,192</b>	

Room Name	Current SF	Proposed SF	Comments
<b>Mechanical</b>			
Boiler	114		
HVAC	55	400	Estimated sprinkler, mechanical, electrical.
<b>Mechanical Subtotal</b>	<b>169</b>	<b>400</b>	
<b>Subtotal Net SF</b>	<b>6,072</b>	<b>11,608</b>	
<b>30% Circulation and Walls</b>		<b>3,482</b>	
<b>First Floor Total GSF</b>	<b>3,084</b>		
<b>Second Floor Total GSF</b>	<b>3,084</b>		
<b>Attic GSF</b>	<b>250</b>		
<b>Public Safety (Storage) GSF</b>	<b>557</b>		
<b>Total Estimated Gross SF</b>	<b>6,975</b>	<b>15,090</b>	