

FINAL REPORT - VOLUME 2

Town of Newmarket

Facilities Master Plan - Appendix

09.01.2023



Placework

APPENDIX - TABLE OF CONTENTS

A3 Meeting Notes

A43 Existing Conditions
Drawings

A59 Existing Conditions
Photographs

A141 Questionnaires

A215 Tabular Program

A239 Preliminary
Budgets

A243 Town-Provided
Documents

MEETING NOTES

Meeting Minutes

Project Name: Newmarket Facilities Plan

Date: March 6, 2023

RE: Kickoff Meeting

Name	Company	Role	Contact
Steve Fournier	Town of Newmarket	Town Manager	sfournier@newmarketnh.gov 603-659-3617
Lyndsay Butler	Town of Newmarket	Town Engineer	lbutler@newmarketnh.gov 603-659-3617 ext. 1804
Karen Bloom	Town of Newmarket	Buildings and Grounds Supervisor	
Alice Carey	Placework	Project Manager	alice@placework.studio 603-319-8199
Kenneth Ferrer	Placework	Designer	ken@placework.studio 603-319-8199
Josh Lacasse	Placework	Project Manager	josh@placework.studio 603-319-8199

General

1. A meeting was held on Monday, March 6th to kick off a Facility Planning Study for the Town of Newmarket public facilities.
2. The goals of the meeting were to introduce key project team members, establish communications protocols, project goals, and review upcoming tasks.
3. A copy of the materials reviewed during the meeting has been appended to these notes.
4. The proposed study will encompass (9) municipal facilities. Of these, the Police Department and Town Hall will be subject to detailed technical assessment. The remaining (7) facilities will be subject to cursory review and programming recommendations:
 - a. Department of Public Works/Fire Department
 - b. Police Department**
 - c. Town Hall**
 - d. Newmarket Community Center
 - e. Sunrise – Sunset Senior Center
 - f. Historic Fire House
 - g. Former Water Treatment Facility
 - h. Newmarket Public Library
 - i. Beech Street Community Building

5. Specific discussion follows below:

Project Goals and Vision

1. Steve and Lyndsay clarified general goals of the study:
 - a. Town Hall is a priority for upgrade due to a lack of available space and deferred maintenance issues.
 - i. The building is primarily owned by the Town of Newmarket, with the top floor owned by the School Administrative District #31 as a condominium.
 - ii. The parking lot fronting S. Main Street and alongside the building is owned by the Archdiocese of Manchester, with an agreement in place allowing use by the town.
 - iii. The rear parking lot adjacent to the building is Town-owned and may be considered for development as part of this study
 - iv. There are not currently any plans to consider other sites for municipal offices. However, the School Department does own off-site facilities and relocation may be possible if necessary
 - b. Police upgrades will be more likely related to the condition of the existing Police Facility, and less focused on space requirements:
 - i. Facility security upgrades
 - ii. Operational changes reflecting current law enforcement practices
 - c. Other facilities may be proposed for upgrades depending on the results of the programming efforts.
 - d. Steve noted that for the purposes of the study, program planning should consider a 20-30 year planning horizon.
2. Josh outlined Placework's sustainability visioning process
 - a. The process is based upon guiding principles from the American Institute of Architects' "Framework for Design Excellence".
 - b. The group identified several key focus areas for consideration:
 - i. Community / accessibility: Lyndsay noted that visibility, access, and walkability are priorities for the Town.
 - ii. Water / resilience
 - iii. Energy efficiency

Project Understanding

1. Josh reviewed the proposed project schedule, completing mid-August 2023.
2. Project scope includes:
 - a. Facility Conditions Assessment and preliminary findings
 - b. Programming Assessment and preliminary findings
 - c. Recommendations and preliminary budgets
 - d. Final Report
3. Process:
 - a. Facility conditions assessments
 - i. Assessment visits currently scheduled for Police/Town Hall on 3/9

1. Karen will accompany the group
 2. Access above ceilings, into locked spaces, roofs will be required.
 3. The group confirmed the agenda for the day; Placework will formalize and circulate.
- ii. A follow-up visit for civil/structural consultants, as well as a cursory review of the remaining (7) sites will be scheduled. Josh will provide suggested dates for Town review.
 1. Karen on vacation April 15th – 21st
- b. Programming assessment
 - i. Placework will distribute programming questionnaires by 3/10 for distribution to Town departments and response within 2 weeks (or before).
 - ii. Steve and Lyndsay confirmed the groups to be considered and interviewed during the programming phase:
 1. Police
 2. Town Manager
 3. School Administrative Functions
 4. Media Services
 5. Welfare
 6. Finance / Administration
 7. Recreation
 8. DPW / Engineering
 9. Fire
 10. Library
 11. Environmental Services
 12. Community Development
 13. Town Clerk
 - iii. Placework/Town of Newmarket will prioritize and potentially combine or consolidate the list above into two days of programming interviews, to occur in late March / early April.
 1. Some departments may need only respond to the questionnaire and can be interviewed as part of a future planning effort - TBD

Other Discussion

1. Steve clarified the location and purpose of the Beech Street Community Building
 - a. The Facility is located along the railroad tracks on Beech Street between Elm & S. Main.
 - b. The facility was formerly a senior center, now being used as an overflow facility for the Recreation Department.
2. The group discussed additional record documentation available to the team:
 - a. Steve noted that the Finance office has a list of Town-owned property for to be provided for the purposes of the Facility study

- b. Lyndsay will provide available site documentation for the Police Department and other facilities, as available.
 - c. Steve will provide an organizational chart
 - d. The Town will provide any relevant planning studies, including the Town-wide organizational study from +/-5 years ago
3. Lyndsay will establish a Sharepoint site for exchange of project documents/information.

Action Items

1. Placework will develop questionnaires for the upcoming programming sessions (tentative for late March/early April) and provide for distribution by 3/10
2. Placework will provide potential dates for a follow-up site visit
3. Town of Newmarket will review and respond to the Programming questionnaires by 3/20
4. Town of Newmarket to provide information noted above
5. Town of Newmarket to establish Sharepoint site for project info exchange.

Attachments:

- 23-003_Kickoff Meeting_230306.pdf

Meeting minutes prepared by Josh Lacasse. These minutes reflect the author's understanding of decisions and agreements made collectively at this meeting. Please report any corrections and/or additions in writing within one week of receipt.

Meeting Minutes

Project Name: Newmarket Facilities Plan

Date: April 3, 2023

RE: Programming Session #1

Name	Company	Role	Contact
Greg Jordan	Town of Newmarket	Police Chief	Gjordan@newmarketnh.gov
Scott Kukesh	Town of Newmarket	Police Lieutenant	
Sean Greig	Town of Newmarket	Environmental Services Director	sgreig@newmarketnh.gov
Lyndsay Butler	Town of Newmarket	Town Engineer	lbutler@newmarketnh.gov 603-659-3617 ext. 1804
Rick Malasky	Town of Newmarket	Public Works Director / Fire Chief	rmalasky@newmarketnh.gov
Aimee Gigandet	Town of Newmarket	Recreation Director	agigandet@newmarketnh.gov
Sam Kerrigan	Town of Newmarket	Recreation Manager	skerrigan@newmarketnh.gov
Alyssa Porto	Town of Newmarket	Asst. Recreation Director	aporto@newmarketnh.gov
Kim Tilton	Town of Newmarket	Director, Sunrise-Sunset Program	sunrise@newmarketnh.gov
Alice Carey	Placework	Project Manager	alice@placework.studio 603-319-8199
Josh Lacasse	Placework	Project Manager	josh@placework.studio 603-319-8199

General

1. A meeting was held on Monday, April 3rd to conduct programming interviews for a Facility Master Plan for the Town of Newmarket public facilities.
 - a. Placework conducted a series of (4) programming sessions with representatives from the following Town Departments:
 - i. Police
 - ii. Environmental Services
 - iii. Fire Department / Public Works
 - iv. Recreation

2. The goal of the meeting(s) was to review, verify, and expand on responses to the programming questionnaires.
3. For each department, Alice presented a tabular program showing Placework's understanding of current and future program needs. During the sessions, this document was updated based on feedback from Department representatives.
 - a. The finished tabular program will be included in the upcoming "Preliminary Program and Space Needs Assessment" Report.
4. The following is a general record of the conversation to supplement the revised space program. Specific discussion follows below:

Police

1. Chief Jordan summarized the general issues with the current facility:
 - a. The upper level (and portions of the lower level) do not meet current standards for accessibility.
 - b. The building lacks privacy and security typically found in a modern Police Station.
 - i. Victims/families sometimes need to be interviewed in Booking area. This can cause stress / anxiety and is not ideal.
 - c. Current holding facilities do not allow for adults and juveniles to be detained separately, which is required.
 - d. Evidence areas do not meet modern standards for storage of this material.
2. Offices:
 - a. Sergeant offices – Patrol Sergeants may utilize shared office space; Detective Sergeants require private offices.
 - b. Shared workstations:
 - i. A total of 4 shared workstations is required for Patrol Officers, School Resource Officers, and Part-Time officers. Increase to 5 in future.
 - c. Remote workstations
 - i. Chief Jordan and Lieutenant Kukesh noted that remote work options may be possible in the future for Detectives, but is not likely to be feasible for Patrol Officers
 - d. Dispatch:
 - i. Currently, the department has (2) dispatch workstations; this will likely increase to (3) in the coming years.
 - ii. Dispatch supervisor requires private office adjacent to dispatch area.
3. Meeting / Collaboration Spaces:
 - a. Currently, large trainings or other public meetings occur in the Fire Department. The PD training room is approximately 500 square feet, undersized for the Department's needs, and does not meet current accessibility standards.
 - i. The program need includes a new flexible training room sized for 40 – 75 people, depending on configuration.
 - ii. The new room will include support spaces such as storage / kitchenette.

- iii. If a large training room cannot be incorporated for budgetary or other reasons, a fully accessible conference room for 12-15 with supporting technology will be needed instead.
 - b. Interview rooms:
 - i. The current interview room is adjacent to booking and presents issues for interviewing families, victims, or other visitors not in Police custody.
 - 1. Chief Jordan and Lt. Kukesh stated that separate interview rooms for 2-4 people are desired – (2) near public area and (1) room near booking.
 - 2. An additional interview/meeting room for 6-8 people is desired in the public area.
 - ii. Video technology for recording is required for all interview rooms, and observation windows are desired if possible.
 - iii. Sound control enclosures desired at interview rooms for privacy.
- 4. Admin/Reception Areas:
 - a. Current Admin workspace is adequately sized
 - b. Reception should be sized for 4-6 waiting visitors
 - c. A centralized Admin/Records storage area is needed ~600 sf
- 5. Evidence
 - a. Evidence storage is currently located under the eaves of the building and does not meet current standards for storage of evidence. Program requirements include:
 - i. Climate controlled evidence storage (~500sf).
 - ii. Lockable safe/vault or “cage” area for secure storage of valuables.
 - iii. Refrigerator and large freezer.

Environmental Services

- 1. Sean provided a general summary of the Environmental Services Department
 - a. The current facility is new and currently in good working order. Sean noted that biggest program issues are for dedicated storage space.
 - i. A new Environmental Services storage facility is planned on the current property at Young’s Lane.
 - b. The old Wastewater Treatment Facility along Packer’s Falls Road was operational between 2001 - 2005 and closed because it did not meet technical requirements for the treatment.
 - i. The building is currently operated from the Environmental Services budget, and being used for storage (mainly Town Hall records etc.)
 - c. Currently, the department staff occupies two separate buildings on the same property:
 - i. Wastewater Treatment staff occupy the main building
 - ii. Drinking Water staff occupy the Maintenance Building
 - d. The department is currently building a new facility for storage on the same site.
 - e. The department operates a number of smaller facilities (mainly pump stations) distributed around Town.

- f. Sean will provide floor plans of the existing facility for information.
- 2. Staff / office requirements:
 - a. Current staff totals:
 - i. Wastewater Department: 6 staff including the Director and Reception. May increase by 1 or 2 over time.
 - 1. The current Director's office includes a meeting space for 4-6 people.
 - ii. Water Department: 2 staff, may increase to 3 over time
 - b. Staff currently lack sufficient storage/locker space for storage of personal protective equipment (PPE)
- 3. Vehicles and Storage
 - a. Current fleet
 - i. (1) specialized System Technician truck. Needs to be stored inside for security.
 - ii. (4) general pickups
 - iii. (1) 'telehandler' equipment handler.
 - b. Much of the available storage space has been taken over by the addition of new specialized water processing equipment in operational spaces.
 - i. The planned new storage facility will alleviate storage related issues.
 - ii. The telehandler and System Technician truck will be parked in the new storage facility.

Department of Public Works / Fire

- 1. Public Works / Fire currently share two sides of the same building located at 4 Young's Lane. Rick Malasky is currently the Fire Chief and Public Works Director. In the future, these roles may be filled by different staff. Rick provided an overview:
 - a. The current building was developed based on a ~2002 space needs assessment. Rick will provide for Placework information.
 - b. The Fire Department is currently in transition from a mainly volunteer/call per diem staff to increased full-time presence.
 - i. The existing facility is only staffed during the day by a skeleton crew.
 - ii. The existing second floor is currently being fit-out with living and support spaces to enable continuous presence at the Fire Department.
 - iii. Rick noted that as full-time staff increase, use of call/per diem staff will likely decrease. The overall staff should remain relatively stable as a result.
 - c. DPW workspace is generally sufficient, however support spaces like break rooms are insufficient during peak times (summer).
- 2. Office / staff areas
 - a. Rick has (2) offices currently; he utilizes the space in the Public Works portion of the building more frequently.
 - b. Current office count:
 - i. DPW has (4) current offices. Additional space could be given over from the current conference room if needed for expansion.

1. Future need is similar to current – Rick noted the department may take on additional engineering staff in the future.
 - ii. Fire has (3) current offices: Chief, Asst. Chief, Lieutenants shared office
 1. Additional offices are included in the upstairs fit-out
3. Meeting / Collaboration space
 - a. Fire:
 - i. The Fire Department contains a ~700 sf training room
 1. Training room is shared by other Town Departments (Police, Environmental Services, other) who can reserve as needed.
 2. This room doubles as an Emergency Operations Center for the Town.
 - b. DPW:
 - i. Current medium conference room is sufficient, possibly even oversized.
4. The current vehicle bay and operational spaces of both departments are functioning generally well and not expected to change significantly in the future.
 - a. Several modifications are expected at the Fire Department equipment bay:
 - i. Gear storage: will be located into an existing office on the ground floor once the upstairs fit-out is complete.
 - ii. Gear laundry upgrades are expected within the vehicle bay space in the near future.
 - b. Outdoor facilities include:
 - i. Fueling station
 - ii. Dumpsters/storage
 - iii. Salt sheds are located across the street from the DPW Facility
 - iv. Lyndsay noted that a large vehicle wash bay is a “wish-list” item

Recreation

1. Aimee provided a brief history of the Recreation program and Community Center facility:
 - a. Currently the Rec department is spread between 3 town buildings:
 - i. Community Center is the Rec hub, hosting the majority of indoor events
 - ii. Sunrise Sunset Center is the primary activity center for Seniors
 - iii. The Beech Street extension is used periodically for rental space, jiu-jitsu, dance, and kitchen functions, and is also rented out for private events.
 - b. The Community Center was originally planned in the 1990's to include 3 phases, of which only 2 were completed:
 - i. The 3rd phase proposed the addition of a new interior gym space, which is still a need for the Rec. Dept.
 - ii. Aimee noted that Newmarket Schools have (2) gyms for a total of 12 grade levels. Typically, a community would have gym space for elementary, middle, and high schools, so the proposed gym is seen by the Rec Department as a needed community resource.
2. Community Center:

- a. Currently the building is running short of Office and Collaboration space due to storage and material staging displacing desk positions.
 - b. Private office counts are sufficient for the current staff
 - c. Shared office desks are located in a space behind reception known as the 'fishbowl':
 - i. Asst. Director
 - ii. Recreation Manager
 - iii. Admin/front desk staff (2)
 - d. Meeting / collaboration space:
 - i. Existing meeting room is frequently used for 'staging' of events and full of equipment/props
 - ii. Aimee noted that meetings frequently occur in Director's office
 - e. Multipurpose room:
 - i. The multipurpose room is used for many events at the Rec center, including after school sports, summer programs, special events, and overflow for Sunrise/Sunset center
 - ii. It is difficult to set up and take down equipment in the multipurpose room for different types of events
 - iii. Aimee noted the floor of the multipurpose room is unforgiving and not suitable for dance/aerobics or other wellness functions.
 - f. Storage
 - i. This is a primary concern at the Community Center because storage has begun to displace other needed functions.
 - ii. Aimee noted that the attic space is not ideal for storage due to access & safety conditions.
 - iii. The Department has a number of outdoor/ancillary storage spaces:
 - 1. Outdoor Equipment Shed
 - 2. Prop Shed – currently in poor condition
 - 3. Page Street Storage Container (20') container
3. Sunrise/Sunset Center
- a. This building was originally an ambulance building and was adapted to become a Senior Activity Center.
 - b. Kim and Aimee noted floor plans of the facility may be available
 - c. Reception:
 - i. Kim noted that the existing reception is undersized. A reception area with room for 10 people is desired.
 - ii. Currently, the reception area is staffed by the director, but a dedicated staff person is expected in the future.
 - d. Function space:
 - i. Events for up to 100 people can be expected.
 - ii. Reception has served as overflow for the Function space in the past
 - iii. A kitchen area is located adjacent to the function space
4. Beech Street Extension

- a. This space has been used in the past for overflow events, dance, jiu-jitsu, Sunrise/Sunset and other events.
- b. Aimee noted that Rec would like to explore the use of this space for wellness activities

Action Items

1. Placework to revise tabular program related to the departments above and include with the Preliminary Program and Space Needs Assessment.
2. Town of Newmarket to provide the following items noted during the meeting:
 - a. ~2002 space needs assessment for the Fire Department.
 - b. Drawings for the 2023 Fire Department upstairs fit-out.
 - c. Drawings for the Sunrise/Sunset Center
 - d. Record drawings for the Environmental Services Facilities.

Attachments:

- N/A

Meeting minutes prepared by Josh Lacasse. These minutes reflect the author's understanding of decisions and agreements made collectively at this meeting. Please report any corrections and/or additions in writing within one week of receipt.

Meeting Minutes

Project Name: Newmarket Facilities Plan

Date: April 11, 2023

RE: Programming Session #2

Name	Company	Role	Contact
Todd Allen	Newmarket School District	Superintendent of Schools	allent@newmarket.k12.nh.us
Bart McDonough	Town of Newmarket	Director of Planning & Community Development	bmcdonough@newmarketnh.gov
David Evans	Town of Newmarket	Code Enforcement Officer	devans@newmarketnh.gov
Tim Cremmen	Town of Newmarket	Channel 13 Manager	tcremmen@newmarketnh.gov
William Tappan	Town of Newmarket	Finance/IT Director	wtappan@newmarketnh.gov
Terri Littlefield	Town of Newmarket	Town Clerk/Tax Collector	tlittlefield@newmarketnh.gov
Alice Carey	Placework	Project Manager	alice@placework.studio 603-319-8199

General

1. A meeting was held on Tuesday, April 11th to conduct programming interviews for a Facility Master Plan for the Town of Newmarket public facilities.
 - a. Placework conducted a series of (4) programming sessions with representatives from the following Town Departments:
 - i. School Administrative Unit (SAU) 31
 - ii. Finance/Administration
 - iii. Community Development
 - iv. Town Clerk
 - v. Media Services
2. The goal of the meeting(s) was to review, verify, and expand on responses to the programming questionnaires.
3. For each department, Alice presented a tabular program showing Placework's understanding of current and future program needs. During the sessions, this document was updated based on feedback from Department representatives.

- a. The finished tabular program will be included in the upcoming “Preliminary Program and Space Needs Assessment” Report.
4. During the meeting Alice made graphical notes on the building floor plans. These notes are appended for record.
5. The following is a general record of the conversation to supplement the revised space program. Specific discussion follows below:

School Department

1. The existing school administration space is owned by the SAU in a condominium arrangement with the Town. As a result, some services cannot be shared between SAU and Town.
 - a. Copiers are one example – leased equipment out of SAU budget.
 - b. Similarly, the Department has invested in renovating the current space
 - i. A return on investment would be expected if relocation were to be considered as part of future plans.
 - ii. Alternately, assistance or reimbursement for future renovations to create new SAU offices could be considered.
2. In general, the existing space is adequate for current SAU needs, with specific issues discussed below.
3. Office spaces:
 - a. A mix of private and shared offices should be considered
 - i. Private offices:
 1. Superintendent: with meeting space
 2. Curriculum Director
 3. Business Administrator
 4. Payroll Clerk
 - ii. Shared office space for up to 4 stations
 - iii. Admin/reception areas with 2 desks
 - b. Adjacency should be considered: Superintendent, Curriculum Dir., Student Services Director all require adjacency to one another.
 - c. There are currently some privacy concerns with adjacent offices and within department. Acoustics allow sound to carry easily within the space.
4. Meeting space: Superintendent’s office has room for small meetings, larger conference room is appropriate for typical mid-size meetings of 10-12.
 - a. Board meetings take place in larger Town meeting space(s).
 - b. SAU conference room is able to be shared, but currently it is not often accessed by any other departments.
5. Discussed several issues related to the current space:

- a. Climate control is a key concern; air circulation currently achieved by interior windows between spaces
 - i. If these are closed, air quality and temperature control is poor
 - ii. If these are open, there is no privacy
- b. Operable windows are not currently functional and staff recommend replacement
- c. Office dividing walls may not be continuous above the dropped ceiling
- d. Staff concerns regarding security and fire egress from the SAU space.
 - i. Cameras have been installed by SAU and badged control to entry is provided. However, the staff is concerned about safety during active intruder scenarios.
 - ii. Concern about weight of storage materials:
 - 1. Staff has been instructed to store heavy items along exterior walls due to inadequacy of building structure.
 - 2. This limits efficient use of the space, as interior areas tend to be more effective for storage.

Planning + Community Development

1. Office space:
 - a. Provide private offices for Director and Code Enforcement (adjacency required):
 - b. Shared office space:
 - i. Admin/reception
 - ii. Staff positions – currently none, up to (4) staff positions anticipated in the future.
 - c. Meetings:
 - i. Most meetings are typically small, and can usually be accommodated in offices.
 - ii. A medium-sized conference room is desired, but this function could be shared with other Departments.
2. Other space requirements:
 - a. The Department may acquire a plotter:
 - i. Request for a map storage/file/plotter room with copiers and plotter, for viewing and storing large-format drawings.
 - ii. A space to lay down large format drawings.
 - iii. Proximity to private offices is desired.
 - b. Storage could be done more efficiently if different storage methods were explored as alternatives to file cabinets with folded drawings.
3. The group discussed potential planning scenarios:

- a. Potential to convert Council chambers to shared meeting space(s) for multiple departments, and use the lower level space as Council Chambers.
- b. If relocating from existing Town Hall building, the Department would ideally be located near DPW/Engineering.

Media Services

1. Currently this Department is located in a series of small separate rooms connected to the first-floor auditorium.
 - a. The control room is undersized to be able to have simultaneous meetings covered by 3 staff.
 - b. One of the current room is also a utility room with main electrical panels and other equipment unrelated to Media Services.
2. Department may grow by several staff – ideally, all would have separate workstations for editing and content creation, outside of the control room.
3. Media Services is transitioning to a point/tilt/zoom remotely accessed camera system at Town buildings and meeting spaces.
 - a. This will eliminate a lot of setup time and make it possible to cover meetings and other events remotely with the appropriate equipment and connectivity to Town servers.
4. Media Services would like to develop a Community Studio to be able to film content and broadcast from Control Room. Could be created by making a larger control room facility that would allow this use.

Finance + Administration

1. Third floor use by the Town rather than the would be ideal.
 - a. An agreement would need to be reached with the SAU for an alternate location.
2. Office space: currently consists of 2 private offices and open office area:
 - a. Future condition should include more private offices for sensitive information and secure storage.
3. Storage: require approximately 150 square feet for files.
 - a. There is concern regarding structural capacity for storage.
 - b. Current storage layout is – in closet and many files in office space against walls.
 - c. The Department anticipates digitizing many records if possible
4. Department is evaluating ways to provide services to Town departments effectively:
 - a. Procurement policy for purchasing. Formerly invoicing done through Finance.
 - b. Would like to bring more purchasing activities in-house, with policy changes to ensure multiple bids/quotes, looking for efficiencies and savings to provide best value for community

Town Clerk/Tax Collector

1. Department requires proximity to Assessing.
2. Storage is a primary issue for the Department:
 - a. A vault is required for DMV inventory, which is expected to increase, election records, etc. Vault is currently undersized for existing need.
 - b. Some items require fireproof cabinets and safe. Currently on outside walls due to weight/structural reasons.
3. Office space:
 - a. One private office
 - b. Open office area for staff, with shared access to a service counter.
 - i. All computers must face away from the counter.
 - c. Reception/waiting is small, typically do not need a lot of space for waiting. Includes a counter for filling out paperwork.
 - d. Requested a copy/print/work area with printers, supplies, and a layout table to assemble documents:
 - i. Currently this is done on a folding table in an office or in the open office area.
 - ii. Could be shared with other Departments.

Action Items

1. *Placework to revise tabular program related to the departments above and include with the Preliminary Program and Space Needs Assessment.*

Attachments:

23-003_Newmarket Programing Plan_Town Hall Notes.pdf

Meeting minutes prepared by Alice Carey and Josh Lacasse. These minutes reflect the author's understanding of decisions and agreements made collectively at this meeting. Please report any corrections and/or additions in writing within one week of receipt.

Meeting Minutes

Project Name: Newmarket Facilities Plan

Date: April 19, 2023

RE: Programming Session

Name	Company	Role	Contact
Steve Fournier	Town of Newmarket	Town Manager	sfournier@newmarketnh.gov 603-659-3617
Lyndsay Butler	Town of Newmarket	Town Engineer	lbutler@newmarketnh.gov 603-659-3617 ext. 1804
Alice Carey	Placework	Project Manager	alice@placework.studio 603-319-8199
Josh Lacasse	Placework	Project Manager	josh@placework.studio 603-319-8199

General

1. A meeting was held on Tuesday, April 19th to review progress on the Facility Master Planning for the Town of Newmarket public facilities.
2. The goals of the meeting were to provide the Town with progress updates, present initial findings from the facility and program needs assessment and discuss next steps.
3. Josh reviewed the project schedule and noted upcoming milestones:
 - a. Mid-May: Placework submits Preliminary Facility and Space Needs Assessment
 - b. Late May/June: Site visit and assessment for old Water Treatment Facility
 - c. Next phase (Summer 2023): Placework develops recommendations based on findings.
4. Steve noted the upcoming Preliminary Facility and Space Needs Assessment will be provided to Department Heads for review. Steve will also provide a general update to the Town Council.
5. A copy of the materials reviewed during the meeting has been appended to these notes.
6. Specific discussion follows below:

Facility Condition Assessment

1. Placework has visited all facilities in the scope, except for the Old Water Treatment Facility at 54 & 56 Packers Falls Road
 - a. This visit will be scheduled, tentative for ~mid-May, pending Town approval

- b. The result of the assessment visit to the water treatment facility will be incorporated in a revision to the forthcoming Preliminary Facility and Space Needs Assessment
- 2. Detailed assessments (including engineering team review) are underway for the Police and Town Hall.
- 3. High level assessments are underway for the following facilities. This level of assessment will generally describe and document the existing facilities via photographs, provide general observations, but will not include detailed technical assessment:
 - a. Community Center
 - b. Sunrise-Sunset Center
 - c. Beech Street Community Building
 - d. Fire Department/Public Works
 - e. Library
 - f. Historic Firehouse
- 4. The group reviewed several key observations of the Facility Assessment visits: these will be incorporated in the Preliminary Assessment Report:
 - a. Accessibility issues at Police, Library
 - b. Possible building code issues at Police: egress from upper floor, sprinkler system (these are still under investigation w/ Code consultant).
 - c. Development potential at several sites:
 - i. Town Hall
 - ii. Beech Street
 - iii. Fire/DPW have ample site area
 - iv. Water Treatment (pending further study)
 - v. Community center (has land area / ownership issues which would need to be resolved with Housing Authority).

Program Assessment

- 1. Alice provided an update on the status of programming effort:
 - a. Methodology
 - i. Efforts to standardize office and meeting spaces, and think about space need outside of the constraints of the existing building. Departments were asked what spaces they currently have, storage, meeting, and other departmental space needs, and what spaces/staff increases they anticipate to 2040.
 - ii. Multipliers for circulation are used within departments and for overall building square footage, to account for building support spaces, interior walls, and circulation space not quantified in the program.
 - iii. An accounting of shared space may result in a decrease in departmental square footage, due to meeting rooms and other potentially shareable spaces being moved out of departments.
 - b. Interviews completed with all applicable user groups, except:
 - i. Welfare

- ii. Library
 - iii. Town Manager
 - iv. A general interview covering shared spaces in Town Hall (examples: copy/print rooms, meeting space, lobby/gathering areas, etc.)
 - c. Placework is in the process of analyzing the data and comparing stated needs with available existing space.
 - d. Several departments may require additional study beyond the scope of the Facility Master Plan. Placework will summarize, draw high level conclusions, and make suggestions for next steps in the assessment report. Steve confirmed this approach for the following:
 - i. Recreation
 - ii. Library
 - 1. For the purposes of the Assessment report, Placework will provide some guiding metrics based on projected population for library planning.
 - e. Environmental Services is difficult to quantify, because Placework does not have record plans for this facility. Lyndsay noted these exist and will provide.
 - f. Alice noted that storage needs are not fully understood in the development of the program, both in existing departmental areas and offsite. Placework may have additional questions as the study progresses.
2. The group reviewed key observations for the various Town Departments
- a. Police:
 - i. The Police expressed a need for more space than is available in the current facility.
 - ii. Several operational deficiencies were also noted:
 - 1. The training room is currently insufficient for the current need; large trainings occur at the Fire/DPW facility.
 - 2. Interview space is not ideal in its current configuration.
 - 3. Evidence storage does not meet current Police industry standards.
 - iii. Alice noted that when considered together with the Fire/DPW spaces as a potential Public Safety/DPW complex, the Police space needs are close to being accommodated within existing DPW/FD space.
 - 1. Alice noted that this comparison is useful in assessing overall space surplus/deficiencies, but has obvious limitations due to the specialized nature of PD facilities. It was an interesting way to examine overall space, and suggests that if some sharing/overlap at the DPW/FD facility could be found, efficiencies could make it a good candidate for PD relocation.
 - b. DPW/Fire Facility
 - i. Generally, there is a slight surplus of space in this facility.
 - c. Town Hall / Administrative Departments:
 - i. Alice noted that generally, the existing Town Hall building is sufficiently sized to meet the projected space needs of about half of the current

departments, however increased departmental space needs and shared spaces increase the need to beyond the capacity of the existing building.

- ii. Meeting space:
 - 1. Steve confirmed there is some duplication in function in between Council Chambers and the lower-level auditorium.
 - 2. Functionality and usability of the lower-level auditorium space is also limited by the building structure.
 - 3. The location of meeting space in the building could also be optimized based on use (i.e. publicly accessible rooms could be made more visible/accessible)
 - 4. Possible consolidation of meeting spaces could yield additional space for other uses.
 - 5. During the recommendations phase, Placework will propose options for the treatment of meeting space.
 - iii. Media Services could be relocated out of the Town Hall if desired.
 - iv. Several functions could be relocated out of the Town Hall if needed:
 - 1. Planning/Community Development could relocate to DPW building.
 - 2. The School Administrative Unit is currently part owner of the building in a condominium arrangement. If an alternate location could be found, this Department could relocate.
 - a. Steve noted that the Town has explored several options for this, including across from the existing school, and other locations proposed over the years.
 - 3. Media Services is not required to be in Town Hall; could be located remotely as long as connections to meeting rooms and Town servers can be provided. Anticipated changes in technology will move to more remote access and less need for in person Media Services presence
 - a. Steve noted that the role of Media Services may expand in the future to encompass public engagement / outreach functions.
- d. Recreation:
- i. Currently Recreation is distributed between (3) separate locations – Community Center, Beech Street, and Sunrise-Sunset Community Center
 - ii. Generally, there are several focus areas for Recreation Department
 - 1. Storage
 - 2. Consolidation of “footprint” of the Department
 - 3. The desire to expand existing facilities to provide new functions (i.e. gymnasium)
 - iii. As noted above, Placework recommends additional focused study on the Recreation needs, as part of a separate scope of work.
 - iv. Expansion potential exists at the current Community Center; however this is complicated by the fact that the property is not owned by the Town:

1. Steve noted that the Housing Authority may be inclined to relinquish the property to the Town (details TBD) but this requires further information.
3. Steve provided programming needs (projected to +/-2040) for the Town Manager:
 - a. A long-term goal would be to add in-house legal counsel. This would require an office suite near the Town Manager, with the following:
 - i. Private office for legal counsel
 - ii. Reception area with one desk position for admin/paralegal staff
 - b. A Deputy City Manager position may be added in the future – 1 private office
 - c. Steve noted the need for (2) flex desks to accommodate interns or other non-permanent staff.

Opportunities

1. Based on the preliminary assessment items discussed above, Placework presented an initial list of opportunities to be further explored further during the “Recommendations” phase:
 - a. Town Hall Addition
 - i. Programming the addition will require careful consideration to ensure it is optimized for usability and public interface.
 - ii. A 2-story addition seemed likely to the group, with some possible modifications to the parking area behind the building.
 - b. Police Expansion Strategy: Annex / Addition / Relocation?
 - i. Phasing / swing space will be critical considerations.
 - ii. The existing Police lot contains the Police building, along with the Sunrise-Sunset Community Center.
 - iii. Josh noted an additional meeting with Police may be required during development of recommendations to understand the operational implications of some options.
 - c. Consolidation Of Public Facing Services (“Service Point”)
 - i. Steve noted that the Town is also considering this - consider the public experience when making recommendations specific to the Town Hall
 - ii. The addition could be leveraged to house public facing services.
 - d. Recreation - Consolidate and Optimize Existing. Expand?
 - e. Use Of DPW Land / Buildings?
 - i. The group agreed that the DPW site has surplus land available.
 - ii. Lyndsay noted that programming/recommendations for DPW should include a vehicle wash station.
 - iii. Alice noted that the progress on the Environmental Services storage garage is not known. Placework recommends reviewing this improvement in the larger context of future planning to ensure a holistic development approach.
 - f. Develop Beech Street Site
 - g. Water Treatment Building - Potential Uses?

- i. Sell to a private developer:
 - 1. If this option were pursued, preserving some space for public use may be possible through stipulation in sale (i.e. small park on site)
- ii. Town functions:
 - 1. School Department a possibility
- iii. After the Facility Condition Assessment, the team will have a better idea what needs to be done to prepare the building for redevelopment
- h. Consolidation Of Departmental Support Space, Shared Meeting Space
- i. Consolidation of 'archive' storage:
 - i. Several Departments have storage at the Old Water Treatment building which is not sufficiently protected from vermin, moisture, and other environmental conditions.
 - ii. Digitizing archive material and reducing the volume of stored material is one approach to reducing required storage space.
 - iii. Creating a centralized archive storage area for multiple departments will optimize space demand and cost of creating such space.
- j. Phasing and Swing Space: Relocations, Consolidation

Action Items

1. Town of Newmarket will provide available building floor plans from Environmental Services (for Young's Lane facility and the Old Water Treatment building, if available).
2. Placework will incorporate the above when developing the Preliminary Facility and Space Needs Assessment.

Attachments:

- 23-003_Programming Review Meeting_230419.pdf

Meeting minutes prepared by Josh Lacasse. These minutes reflect the author's understanding of decisions and agreements made collectively at this meeting. Please report any corrections and/or additions in writing within one week of receipt.

Meeting Minutes

Project Name: Newmarket Facilities Plan

Date: May 2, 2023

RE: Programming Session

Name	Company	Role	Contact
Candace Cousins	Town of Newmarket	Library Director	ccousins@newmarketlibrary.org 603-659-5311
Lauren MacLachlan	Town of Newmarket	Senior Assistant Librarian	603-659-5311
Alice Carey	Placework	Project Manager	alice@placework.studio 603-319-8199
Josh Lacasse	Placework	Project Manager	josh@placework.studio 603-319-8199

General

1. A meeting was held on Tuesday, May 2nd to discuss current and future Library space needs in support of the ongoing Facilities Master Plan for the Town of Newmarket.
2. The goal of the meeting was to review, verify, and expand on responses to the programming questionnaires.
3. Josh provided a general update on the purpose and status of the Facilities Master Plan:
 - a. Placework will issue the Preliminary Facility Condition and Space Needs Assessment the week of 5/8.
 - b. Results of the programming discussion with Library staff will be incorporated in the upcoming report.
 - c. Generally, the findings of the assessment process will guide forthcoming recommendations for Town Facility improvement.
 - d. The Town Hall and Police Department are priority facilities, but others (including the Library) will also be considered.
4. Alice provided a brief introduction to the programming process:
 - a. To the greatest extent possible. The program should reflect space “needs” rather than existing conditions.
 - b. For the purposes of this study “future” needs are defined as 20-30 years into the future. Best approximations or informed guesses may be needed to quantify future needs.
5. Candace confirmed that the Library is in possession of some floor plans which may be useful in quantifying existing spaces, and correlate with the program targets.
6. Specific discussion follows below:

Office / Staff Spaces

1. Private offices
 - a. Director
 - i. Currently a portion of this office is dedicated to storage. This could be reduced if adequate storage were to be provided elsewhere.
 - ii. The Director sometimes meets privately with small groups; this function could happen in a dedicated room, rather than in the director's office.
 - b. Children's Librarian
 - i. Private office located near children's section, with sightlines to the collections area.
2. Shared offices:
 - a. Senior Librarians could share a space provided that it contained sufficient workspace.
 - b. Approximately (4) desk positions for part-time library assistants. A total of 6 of these staff are anticipated.
3. Staff areas may also benefit from dedicated workroom space for staging and laydown of materials.

Collaborative Spaces

1. Large meeting room
 - a. This room can currently be used for Library functions or used by members of the public.
 - b. Scheduling this room can be challenging, particularly during daytime hours.
 - c. Library staff noted that the ability to subdivide this room would be beneficial to provide greater flexibility to host smaller groups.
 - d. Events of +/-65 people are anticipated, however the existing room is undersized to house more than about 55
2. Staff meeting room for ~12 people
 - a. Flexible space in close proximity to offices for private meetings (instead of a conference table in Director's office).
 - b. Could be dedicated to staff or made public to host other small to medium meetings as needed.

Circulation Desk

1. Current desk seats 2 staff and generally has adequate sightlines to the building.
2. Staff noted the existing circulation desk requires additional storage. A place to 'park' book carts would also be ideal.
 - a. For programming purposes, Placework will assume an incremental increase in the existing circulation desk size.

Collections

1. Currently, Placework is unable to quantify a square footage of the existing collection area and breakdown between different parts of the collection.
 - a. Candace noted that floor plans are available at the Library.
 - b. Current floor plans could serve as a starting point for Placework to estimate current square footage of the collection.
2. Staff confirmed the existing collection is approximately 40,000 volumes
 - a. Generally, parts of the collection will decrease over time, while others will increase.
 - i. DVD's, audio books, and non-fiction are expected to decrease.
 - ii. Children's and Adult Fiction are expected to grow over time.
 - iii. This has not been quantified in detail; the group agreed that for programming purposes, Placework will assume that growth in one portion of the collection will be offset by reductions in another, and that the overall collection will remain steady over time.
3. Current shelves are approximately 7'-6" high in some areas.
 - a. This creates accessibility issues, as well as provides no opportunity for growth. Additionally, it reduces visibility throughout the space.
 - b. Reducing shelf height would create a demand for additional collections square footage to house items displaced from higher shelves.
 - c. Library staff noted the perimeter wall of key collections areas may be a suitable location to provide additional shelving.
4. Children's area shelving is low and very functional as-is.

Storage

1. The group noted that an additional space of approximately 8'x15' is needed for general storage.
 - a. This would alleviate pressure on staff spaces, as currently some offices double as storage, compromising functionality.
2. Currently, the building basement contains books primarily belonging to the Friends of the Newmarket Library organization.
 - a. Library staff confirmed these are not part of the collection and need not be reflected in the program.
 - b. In the past, this space has been used for book sales and other events open to the public. This practice has been discontinued due to egress issues noted by local fire authorities.
 - c. The group discussed the potential opportunity for the basement to be used in some way – tbd.

Other Items

1. The group noted the current teen space is carved out of the existing collections area, using shelving to define a small area for teens to gather
 - a. The existing teen space is not ideal because it does not provide a dedicated place for teens to feel at home.
 - b. The Library typically hosts 8 - 12 teens after school hours on any given day.
 - c. A more ideal teen area would:
 - i. Be dedicated to teens.
 - ii. Provide teen collections material in close proximity.
 - iii. Be readily supervised by library staff without feeling “on display”
 - iv. Provide a mix of study tables and soft lounge style seating.
2. The group discussed the attic space above the octagonal reading room.
 - a. This is a very compelling space that is currently underutilized.
 - b. The group felt this space had significant potential for creative use, however there are numerous issues related to life safety and accessibility that would need to be resolved.

Action Items

1. *Placework will visit the Public Library to review and gather any existing conditions plans for information.*

Attachments:

- none

Meeting minutes prepared by Josh Lacasse. These minutes reflect the author’s understanding of decisions and agreements made collectively at this meeting. Please report any corrections and/or additions in writing within one week of receipt.

Meeting Minutes

Project Name: Newmarket Facilities Plan
Date: May 31, 2023
RE: Recommendations Kickoff

Name	Company	Role	Contact
Greg Jordan	Town of Newmarket	Police Chief	gjordan@newmarketnh.gov
Steve Fournier	Town of Newmarket	Town Manager	sfournier@newmarketnh.gov 603-659-3617
Lyndsay Butler	Town of Newmarket	Town Engineer	lbutler@newmarketnh.gov 603-659-3617 ext. 1804
Alyssa Murphy	Placework	Principal	alyssa@placework.studio 603-319-8199
Josh Lacasse	Placework	Project Manager	josh@placework.studio 603-319-8199

General

1. A meeting was held on Wednesday May 31, 2023 to review progress on the Town of Newmarket public Facilities Master Plan.
2. The goals of the meeting were to recap findings from the building assessment phase, as well as establish direction and priorities for the upcoming “recommendations” phase.
3. Josh reviewed the project schedule and noted upcoming milestones:
 - a. Early/mid June: Placework submits revised Preliminary Facility and Space Needs Assessment, updated with the Old Water Treatment Building assessment.
 - b. Summer 2023: Team develops recommendations and preliminary budget information.
 - c. Late August/Early September 2023: Final report with cost information.
 - d. A presentation to Town Council will follow, likely in September.
4. Steve and Lyndsay noted the Preliminary Facility and Space Needs Assessment has been provided to Department Heads and Town Council for review.
5. Lyndsay noted that the Town is preparing to undertake a comprehensive Master Plan update for ~2025.
 - a. A meeting with Director of Planning and Community Development Bart McDonough is advisable to confirm recommendations being developed are in line with broader planning goals.
6. A copy of the materials reviewed during the meeting has been appended to these notes.
7. Specific discussion follows below:

General Discussion - Recommendations

1. Josh outlined the key findings of the study with concurrence from the group:
 - a. Police Station: Currently Undersized / Code Issues with Existing Space
 - b. Town Hall: Inefficiently used. School and Town Admin Collocated. Wayfinding and visitor experience challenged.
 - c. Underutilized Facilities: Historic Fire House, Old Water Treatment, Beech Street
 - d. Development Potential at Town Hall, DPW/Fire, Beech Street, Old Water Treatment Facility.
 - e. Library and Recreation Require Additional Specialized Study.
2. Placework proposed a series of “Guiding Principles” to focus recommendations, with concurrence from the group:
 - a. Establish a long-term plan for addressing Police needs, including potential expansion strategies.
 - b. Maximize efficient use of current space by employing strategies such as right-sizing,
 - c. Consolidation of storage, digitization of files, and implementing shared spaces.
 - d. Resolve known fire, life safety, and accessibility issues in existing facilities through capital improvements or maintenance efforts.
 - e. Re-envision long-term organization and use of the existing Town Hall to address space needs and functional issues.
 - f. Leverage underutilized properties to support redevelopment of priority facilities and departments.
 - g. Prioritize benefits to residents when evaluating the benefit of recommended improvements.
3. Additionally, an evaluation matrix for evaluating recommendations has been developed, with general concurrence from the Town. Criteria include:
 - a. Fulfills known space need
 - b. Required for continued (or expanded) operations
 - c. Meets stated environmental goals
 - d. Provides measurable benefit to residents
 - e. Supports Town Master Plan Goals and Vision
 - f. Meets established budget criteria

Police Station

1. Key issues with the existing Police building include:
 - a. Lack of available space
 - b. Quality of available space
 - c. Operational deficiencies of the existing building
 - d. Security deficiencies of the existing building
2. Josh outlined four potential strategies for addressing the needs:
 - a. Annex
 - b. Addition – expand upward
 - c. Addition – expand outward

- d. Relocation / New Building
 - i. Likely site candidates for relocation include the DPW property on Young's Lane and Town property near the High School
- 3. The group agreed that the preferred approach would be to stay on the site and construct an addition to the existing building, along with rehabilitation / modifications to the existing facility.
 - a. In the permanent condition, a split department (Annex approach) is not desired because of the cooperation required between staff. This could be permitted on a temporary basis.
 - b. Upgrades to the existing building security (i.e. ballistic upgrades) may also be included in the scope.
 - c. The current Police Department location is favored by the Police and Town Administration over either of the relocation options.
 - d. The Sunrise-Sunset Center will likely be displaced as a part of the project and the site may be used for swing space and/or increased parking for the reconfigured building.
 - i. Steve noted that the plan may consider opportunities for relocation of the Senior Center .
- 4. An approach to phasing and swing space will be developed as part of the proposed project scope and budget.
 - a. The likely approach to this will be:
 - i. Construct addition to the existing building.
 - ii. Tight-size police operations and temporarily occupy new addition.
 - iii. Renovate existing facility and re-occupy.
 - b. Chief Jordan reiterated that remote work is generally not feasible for Police operations, with few exceptions.
 - c. The Dispatch center will need to remain operational 24/7 during the course of the project, but could be relocated to an off-site location (Fire Department is one idea)
 - d. Temporary trailers could be used for some functions during construction.
- 5. Chief Jordan cited Orleans, MA as an example of a successful Police Station project
 - a. Successfully integrates operational and public-facing functions.
 - i. Steve and Chief Jordan noted that some public facing components would be desirable – community room, warming center, etc.
 - b. Successfully mitigates scale from a municipal building to the surrounding community.
- 6. The group discussed the possibility of integrating an Emergency Operations Center (EOC) in the project scope:
 - a. Steve noted locating an EOC at the PD is not ideal because of its general visibility to the public.
 - b. There is an EOC in the existing Fire Department and the assumption is that this will continue to serve as the Town EOC for the foreseeable future.

Town Hall

1. Generally, the Town Hall building has sufficient space to house programs in the current condition. Key issues pertaining to Town Hall planning include:
 - a. Efficiency and quality of the existing space
 - b. Shared ownership between the Town and School Administration
 - c. Wayfinding and visitor experience
2. Josh outlined several strategies for the treatment of Town Hall:
 - a. Reorganization – consolidate shared/collaborative space, Town Admin, and School Admin into distinct zones by floor
 - b. Reorganization w/ growth – requires finding a new space off-site for SAU
 - i. Steve noted that based on recent conversations with the School Administration, this is not likely in the foreseeable future.
 - ii. A follow up meeting with the SAU is recommended to review options
 - c. Reorganization w/ addition – involves consolidating functions by floor and strategic improvements to the visitor experience.
 - i. This is the preferred approach, and the team will move ahead with developing this option as the focus for pricing.
 - ii. The group reviewed improvements at Boston City Hall as an organizational and functional case study.
 - iii. The addition of a “Service Point” at the lower level could improve service to the public and serve as an overall organizing strategy for the building.
3. Though there is sufficient space in the existing building, challenges related to visitor experience and efficiency point to the introduction of new space to organize the existing building.
 - a. An addition is viable at the rear of the building, but not the front, as this area is owned by the church.
 - i. A rear addition will displace some parking, however this is not generally a problem at the Town Hall.
 1. Steve noted that there may be a possibility of recapturing parking nearby through property acquisition.
 - ii. A portion of the rear lot is in the FEMA 500-year flood zone. From a regulatory perspective, this is not an issue but a consideration to keep in mind as the project develops.
4. Other discussion:
 - a. Steve noted that an addition will allow for other functions not currently accommodated in the Town Hall, including storage:
 - i. By State law, the Town is not permitted to digitize most archival records. Newly created digital records are not required to be printed.
 - ii. Digitizing and consolidating to the extent permitted by law will make most efficient use of storage space.
 - iii. Off-site storage is also a possibility.
 - b. Steve noted that Town Meetings will likely be held at schools moving forward, not in the Town Hall.

- c. A sprinkler system will be included in the scope of work, as it is required in an addition scheme to address code related height and area limits.
- 5. Phasing a proposed addition to Town Hall will be similar to Police: construct addition first, occupy, then renovate existing floor-by-floor.
 - a. Steve noted some functions (Town Manager / School Admin included) are able to work remotely during construction.

Other Discussion

- 1. Old Water Treatment Building
 - a. After assessment, the group agreed that the Town does not appear to have a readily apparent use for the existing building.
 - b. If the building were to be sold, it could be helpful in funding other recommendations made during the study.
 - c. The group reviewed a project currently being completed by Placework, which demonstrates the transformative potential of rehabilitating a very similar building and reviving lost architectural character.
 - i. The rehabilitation of the Old Water Treatment building could be conceived as a part of larger planning goals for that area of Newmarket.
 - d. Further planning would be required to devise a strategy for selling the building:
 - i. Steve noted that the building has not been appraised by a Real Estate professional, but the Town will consider this.
 - ii. The Placework assessment team and the Town Environmental Services Director noted during the walkthrough that some of the process equipment in the building may have salvage value. This should be assessed further.
 - iii. The adjacent lot contains a pump station that must remain active. This will need to be considered in the sale agreement.
- 2. Recreation and Library will require specialized study:
 - a. As Recreation may be impacted by the recommendations at the Police Department, Steve noted there is potential opportunity at the Beech Street property to offset any displacement.
 - b. The Library appears to be running short on space after Placework's limited assessment.
 - i. A move could be considered, but Steve believed the existing building has a deed restriction stipulating it must be used for a Community function.
 - ii. Further study is required to confirm the above.

Action Items

1. The team will convene a meeting with Planning/Community Development and School Administration to update on progress and solicit feedback.
2. Placework will provide the preliminary assessment of the Old Water Treatment building.
3. Placework will develop concepts described above in preparation for finalizing the concepts / preliminary cost estimating.

Attachments:

-23-003_Recommendations Workshop_230531 REDUCED.pdf

Meeting minutes prepared by Josh Lacasse. These minutes reflect the author's understanding of decisions and agreements made collectively at this meeting. Please report any corrections and/or additions in writing within one week of receipt.

Meeting Minutes

Project Name: Newmarket Facilities Plan
Date: July 17, 2023
RE: Recommendations Progress Review

Name	Company	Role	Contact
Steve Fournier	Town of Newmarket	Town Manager	sfournier@newmarketnh.gov 603-659-3617
Lyndsay Butler	Town of Newmarket	Town Engineer	lbutler@newmarketnh.gov 603-659-3617 ext. 1804
Ken Ferrer	Placework	Designer	ken@placework.studio 603-319-8199
Josh Lacasse	Placework	Project Manager	josh@placework.studio 603-319-8199

General

1. A meeting was held on Monday, July 17 2023 to review progress on the Town of Newmarket public Facilities Master Plan.
2. The goals of the meeting were to present progress on concept development and solidify concept plans for cost estimating, scheduled for August 2023.
3. Josh reviewed the project schedule and noted upcoming milestones:
 - a. August 2023 – Cost Estimating & Final Report
 - b. September 15: Town deadline for including items in next year’s CIP
4. A copy of the materials reviewed during the meeting has been appended to these notes.
5. Specific discussion follows below:

General Discussion – Recommendations

1. The team outlined the recommendations which will be included in the final report:
 - a. Renovate and expand existing Town Hall
 - b. Renovate and expand existing Police Station
 - i. As part of the Police project, develop Beech Street Site for New Senior Center
 - c. Utilize Old Water Treatment Building for Redevelopment
 - d. Undertake Detailed Library and Recreation Studies to Guide Future Efforts
 - i. Lyndsay requested that a budget value be carried in the final report for undertaking these types of assessments. Placework will review and include a placeholder number or range.

2. Placework has worked with the Town to develop an evaluation matrix for prioritizing the projects.
 - a. Steve noted this matrix will be considered, when budgeting but the Town will also consider other factors (budget, circumstances, other intangibles) when prioritizing projects.
 - b. The Town will attempt to fill in the matrix prior to delivery of the final report.

Police Station

1. The team reviewed the proposed design for the Police Station expansion.
 - a. Generally, the group was in agreement with the proposed scheme, which expands the Police building toward the existing Sunrise Sunset Center and removes that facility to make way for additional parking.
 - i. The proposed scheme would include a relocation of the displaced Sunrise-Sunset center to the Beech Street Facility.
 - ii. The proposed renovated facility would feature entrances from two sides: one at the existing location on the ground floor, and one from the upper parking area.
 - b. Steve noted that some consideration must be made for secure parking. Police to provide additional information.

Town Hall

1. The team reviewed the proposed design development for the Town Hall expansion.
 - a. The project locates a 2-story addition at the back side of the building, reorienting public access from the front parking area to a new 'Service Point' with an entry from the lower parking area.
 - i. Steve noted the entry point to the addition should be closer to the parking area on the Northeast corner of the building. This will be revised.
 - ii. At the lower level, the proposed concept removed the existing stage and meeting room; the design will be resolved to maintain these spaces as they are.
 - iii. Town clerk spaces should be moved from level 2 to the ground floor. The space vacated could be used for flex office/meeting space and future expansion of the Town Manager's Suite.
 - iv. Offices for Assessing and Welfare are needed and not reflected in the current plans.
 - v. At level 3, Steve noted that the current plan proposes expansion of the SAU offices into Town-owned space. Steve noted this space should be maintained for Town uses due to ownership.
 - vi. Steve noted that meeting and collaborative spaces are preferred on Level 2, while storage is preferred in Town owned space on Level 3.
 - b. While a 2-story addition is anticipated, the structure could be designed to be accommodate future addition of a 3rd floor.

Other Discussion

1. Old Water Treatment Facility
 - a. Steve noted the building value has not been assessed. The final report will include a “tbd” budget value.
 - b. It is not currently clear whether proceeds from the sale or lease of the Old Water Treatment Building could be used to help fund other Capital Improvement Projects. Currently under internal Town review.

Action Items

1. The Town will populate the evaluation matrix and circulate to Placework for inclusion in the final report.
2. The Town will solicit comments from NPD on the Police Station concept design.
3. Placework will revise plans according to discussion and any follow-up and redistribute to the Town for comment prior to estimating.
4. Placework and the Town will schedule next meeting for the week of 8/7.

Attachments:

-23-003_Recommendations Workshop_230712_Reduced.pdf

Meeting minutes prepared by Josh Lacasse. These minutes reflect the author’s understanding of decisions and agreements made collectively at this meeting. Please report any corrections and/or additions in writing within one week of receipt.

Meeting Minutes

Project Name: Newmarket Facilities Plan
Date: August 7, 2023
RE: Design Finalization Meeting

Name	Company	Role	Contact
Lyndsay Butler	Town of Newmarket	Town Engineer	lbutler@newmarketnh.gov 603-659-3617 ext. 1804
Steve Fournier	Town of Newmarket	Town Manager	sfournier@newmarketnh.gov 603-659-3617
Greg Jordan	Town of Newmarket	Police Chief	gjordan@newmarketnh.gov
Marc Jobin	Jobin Construction Consultants	Principal Cost Estimator	Mjobin@comcast.net 603-486-6400
Ken Ferrer	Placework	Designer	ken@placework.studio 603-319-8199
Josh Lacasse	Placework	Project Manager	josh@placework.studio 603-319-8199

General

1. A meeting was held on Monday, August 7, 2023 to review progress on the Town of Newmarket public Facilities Master Plan.
2. The goals of the meeting were to Finalize concept design recommendations for cost estimating leading up to final report.
3. Josh reviewed the project schedule and noted upcoming milestones:
 - a. August 2023 – Cost Estimating & Final Report
 - b. A presentation to Town Council may follow in September
 - c. September 15: Town deadline for including items in next year’s CIP
4. Final recommendations to the Town include:
 - a. Renovate and expand existing Town Hall
 - b. Renovate and expand existing Police Station
 - i. Develop Beech Street Site for New Senior Center (included in PD project)
 - c. Utilize Old Water Treatment Building for Redevelopment
 - d. Undertake Detailed Library and Recreation Studies to Guide Future Efforts
5. An evaluation matrix for prioritizing and analyzing the proposed projects has been drafted.

- a. Lyndsay has filled in the matrix with values; the Town will review scoring internally to confirm and provide an updated copy to Placework as needed for inclusion in the final report.
 - b. Project costs will be added to the matrix as they become available.
6. A copy of the materials reviewed during the meeting has been appended to these notes.
7. Specific discussion follows below:

Concept Design Updates

1. The group reviewed design updates to the Police Department and Town Hall buildings.
 - a. Josh noted that the purpose of the conceptual plans is to enable preliminary cost estimating and illustrate general concepts, and that additional design work is required in a future phase to execute the scheme(s).
 - b. All agreed the proposed schemes reflect the general intent of the project(s) at this time.
 - i. Steve reminded the group that some of the existing walls in the Town Hall are load bearing and may require structural reinforcement to accept new openings.
 1. Josh concurred and noted that the budgets would reflect this to a conceptual level.
 - c. Josh presented the approach to physical security in the new Police Station (shown in the attached "Police – Security Improvements" slide). Chief Jordan agreed with the general approach.

Cost Estimating Assumptions

1. The team will deliver (2) preliminary project budgets: one for the Police renovation/expansion and one for the Town Hall.
 - a. A preliminary budget for renovation of the Beech Street Building will be included in the Police budget.
2. Schedule and logistics:
 - a. Both projects currently assume mid-2025 construction start
 - i. Projects will be estimated in 2024 dollars with a 7.5% year-over-year cost escalation factor.
 - b. A construction management (CM) delivery method is recommended and assumed for budgeting.
 - c. Police department schedule/logistics
 - i. 9-month phased construction schedule:
 1. Relocate Senior Center and temporarily fit-out building for Police use (administrative functions).
 2. Construct new addition and swing 'operational' police functions out of the existing building into the addition. Existing dispatch area to remain operational in its current location for the duration of construction.
 3. Renovate / expand existing police building.

4. Occupy new building and remove existing Sunrise-Sunset building. Complete upper-level parking / site improvements.
- ii. Chief Jordan noted that the logistics of the dispatch center will be the most challenging part of the project.
 1. For the purposes of cost estimating, Jobin/Placework to assume the most conservative scenario from a budget standpoint (dispatch center will remain operational within the existing building during the entire construction process.)
 2. Chief Jordan confirmed the vendors responsible for portions of dispatch operation:
 - a. 2-Way Communications (NPD radio communications)
 - b. Back Bay Networks (NPD Computer/IT vendor)
 - c. NH Division of Emergency Services & Communications (911 operator)
 3. NPD is currently in discussion with vendors to provide replacement dispatch equipment separate from the current project.
 - d. Town Hall assumes 12-month construction schedule w/ floor-by-floor renovation and internal swing space.
3. Contingency – estimates will assume:
 - a. 10% design contingency
 - b. 5% construction contingency
 - c. Owner’s contingency is not included but is recommended to be budgeted in the Town’s internal planning.
4. Soft costs – in addition to direct costs, Placework/Jobin will estimate ‘soft costs’ for each project. These include but are not limited to:
 - a. Design fees
 - b. Fixtures, furnishings, and equipment
 - c. Security, signage, and other vendors beyond the scope of the construction budget.
 - d. Surveys, testing, geotechnical investigation etc.
 - e. Moving expenses
 - f. Permits/fees
 - g. Builder’s risk insurance
5. The following will not be included in the preliminary budgets: hazardous materials testing/remediation, Town legal/admin. fees, cost associated with lending/financing, owner’s contingency, School Administration space,
6. Placework has developed a Cost Estimating Narrative document, provided separately to the Town for review.
 - a. This document outlines key scoping assumptions for the project.
 - b. Lyndsay noted that the Town will review and provide comments on the narrative to further inform conceptual cost estimating.

Other Discussion

1. The group confirmed the following additional assumptions:
 - a. The budget should assume some reuse of existing equipment in the renovations, with additional new equipment to be provided in the project budget as needed.
 - b. Kitchen equipment at Sunrise-Sunset Senior Center will be salvaged and repurposed in the Beech Street renovation.

Action Items

1. *The Town will review the evaluation matrix and circulate an updated copy to Placework as required for inclusion in the final report.*
2. *Placework/Jobin will coordinate draft cost estimates for Friday, 8/25*
3. *Placework target Friday, 9/1 for final report delivery, including cost estimates.*

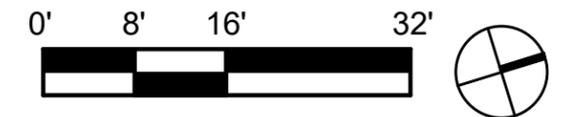
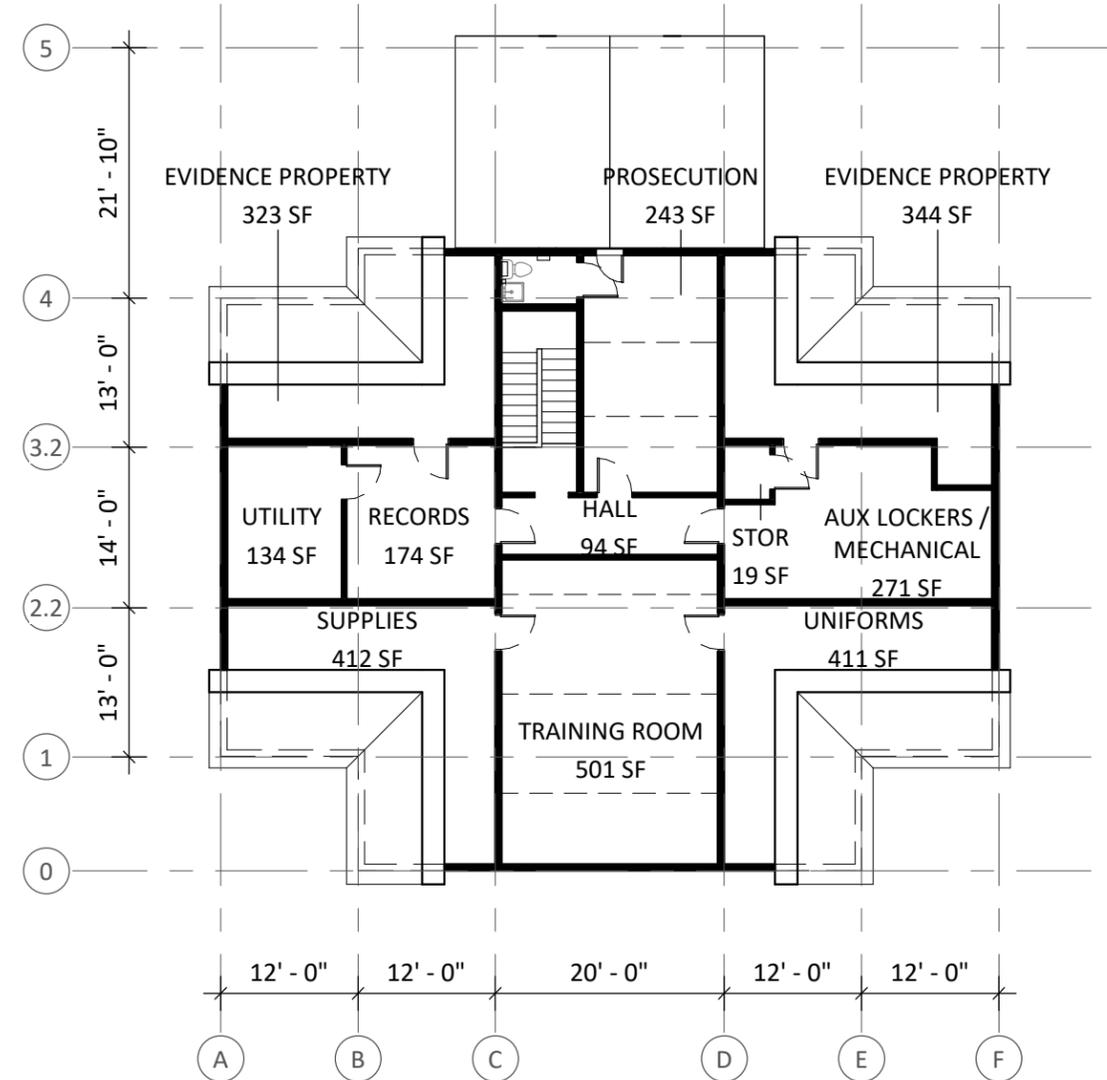
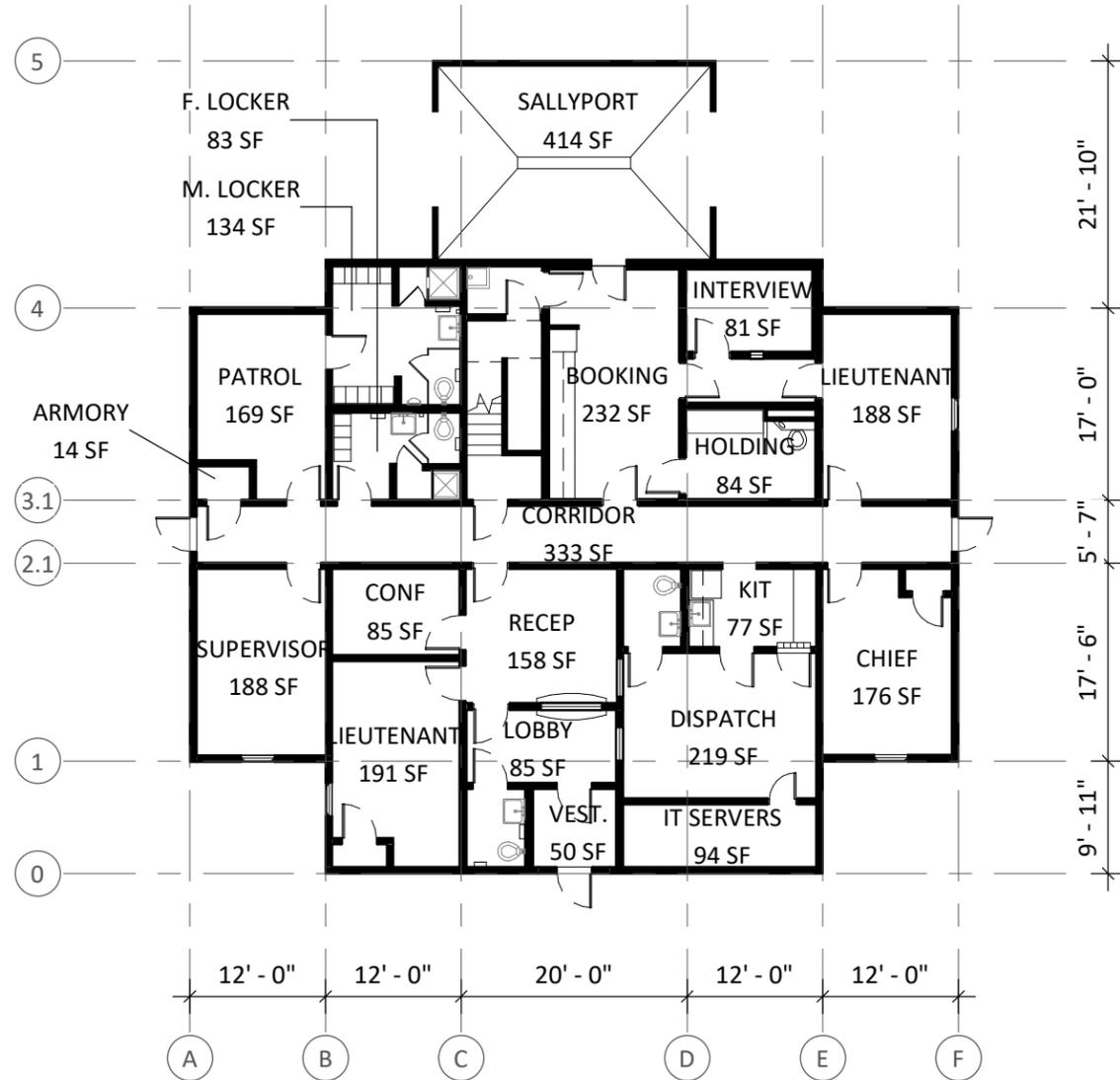
Attachments:

-23-003_Design Finalization_230807_REDUCED.pdf

Meeting minutes prepared by Josh Lacasse. These minutes reflect the author's understanding of decisions and agreements made collectively at this meeting. Please report any corrections and/or additions in writing within one week of receipt.

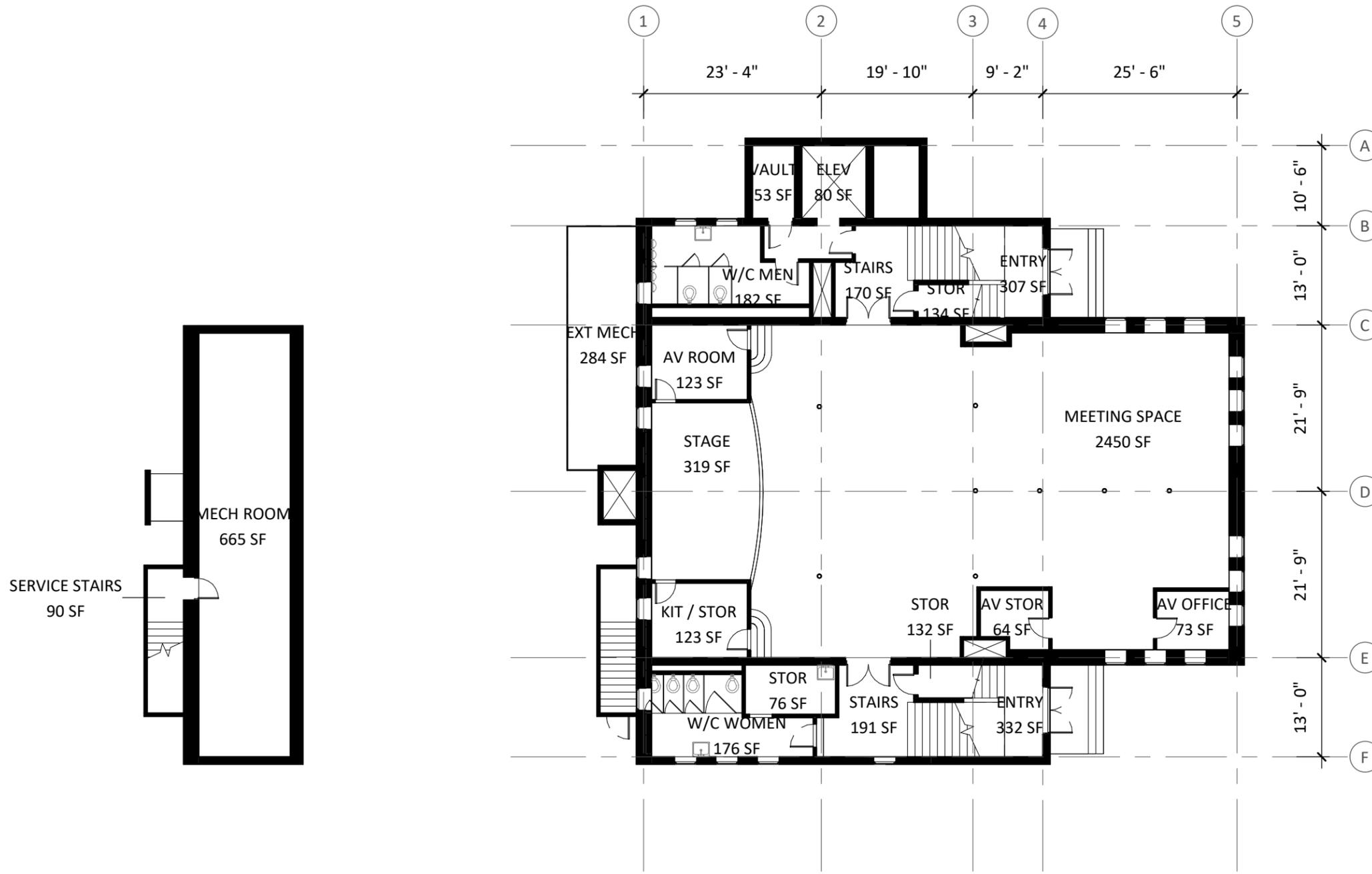
EXISTING CONDITIONS DRAWINGS

EXISTING PLANS



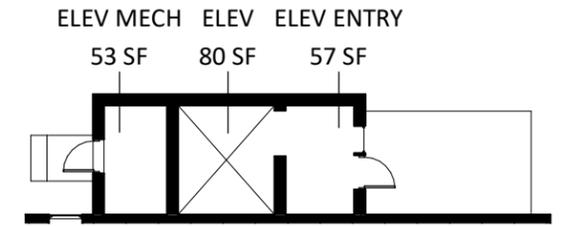
THIS PAGE INTENTIONALLY LEFT BLANK

EXISTING PLANS

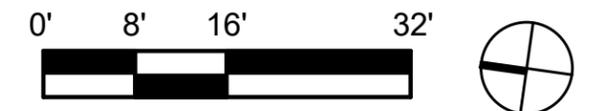


1 MECHANICAL LEVEL
1/16" = 1'-0"

2 EXISTING PLAN - LOWER LEVEL
1/16" = 1'-0"

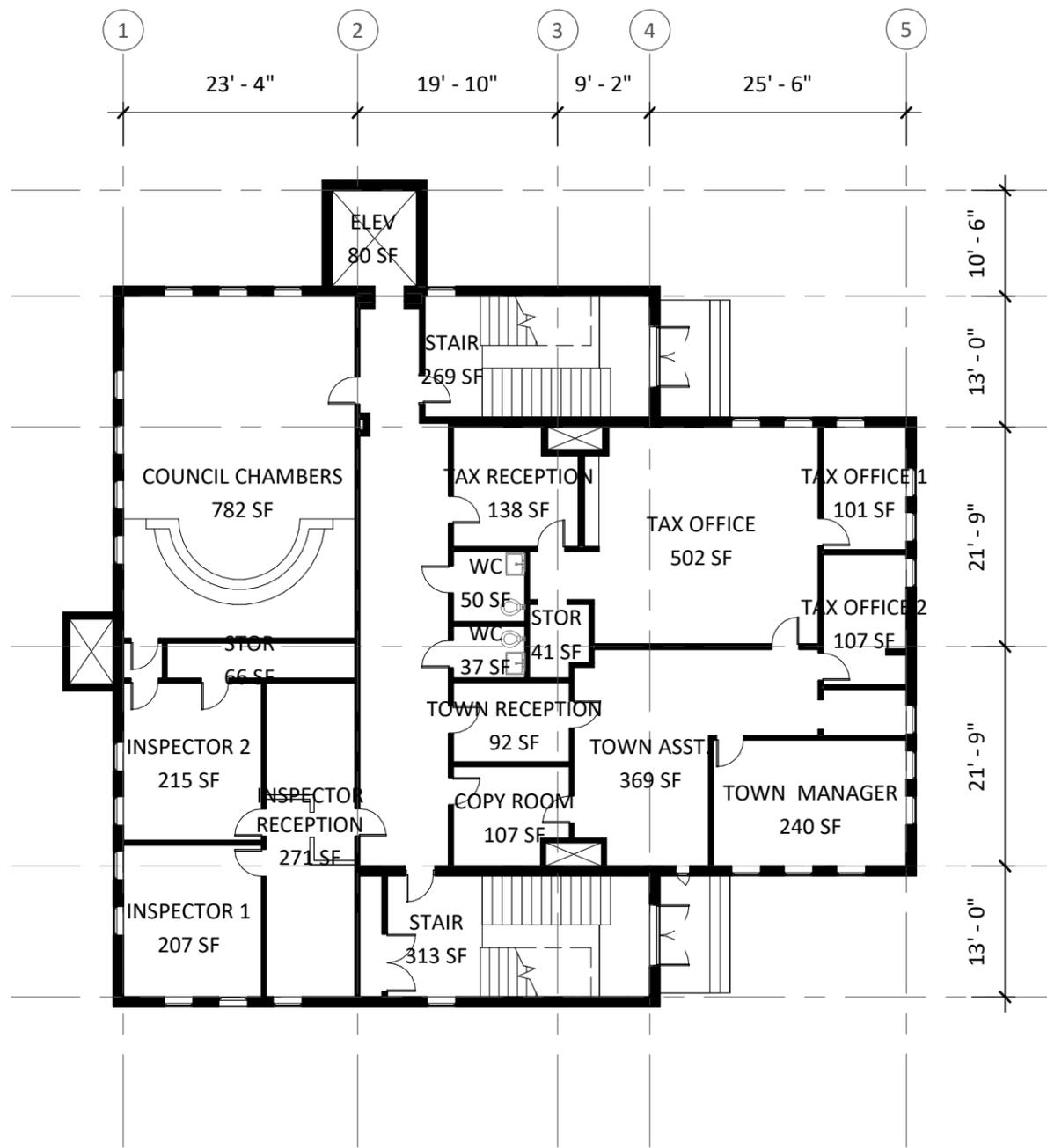


3 PARTIAL PLAN - ELEVATOR LOBBY/MECH ROOM
1/16" = 1'-0"

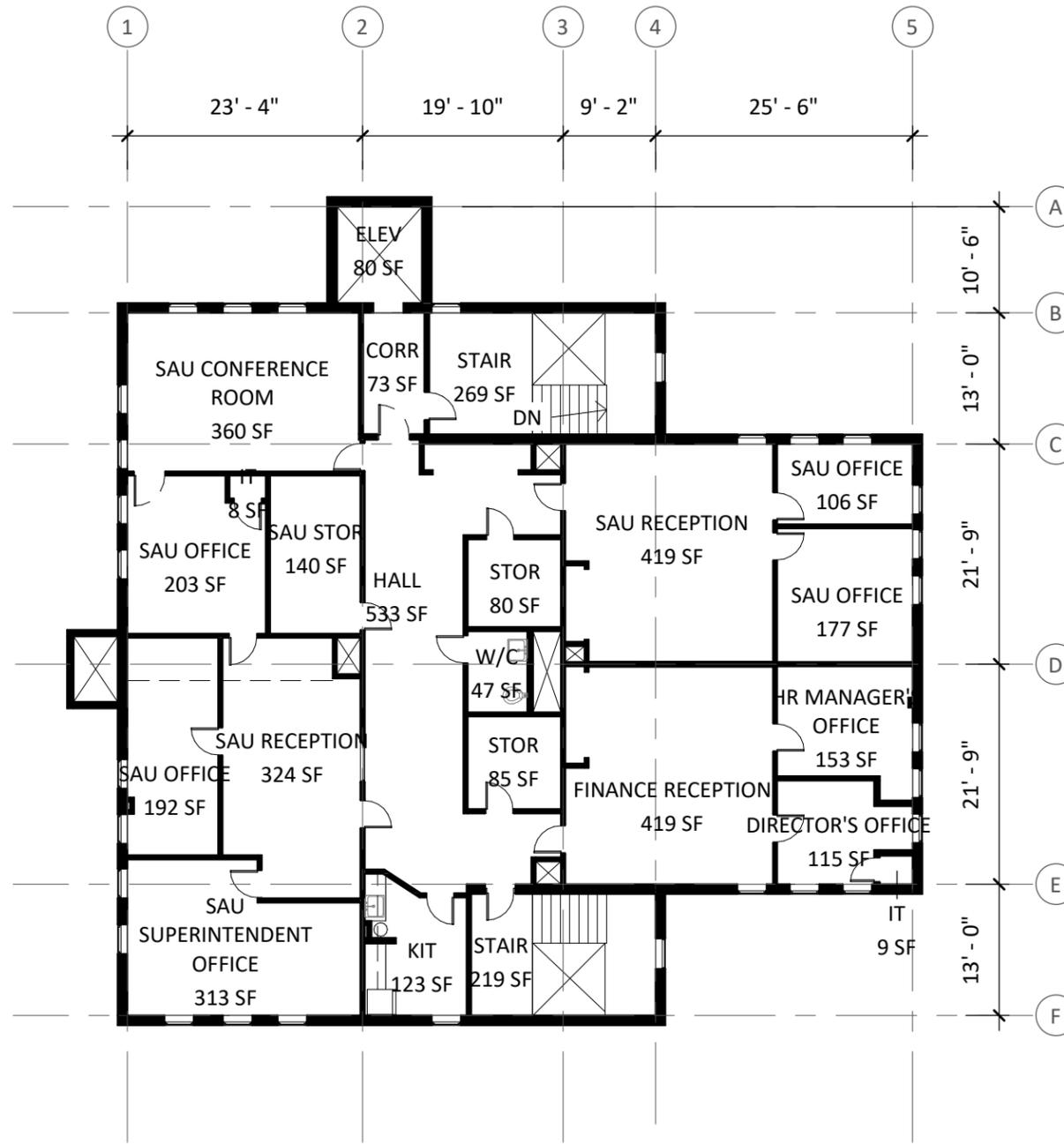


THIS PAGE INTENTIONALLY LEFT BLANK

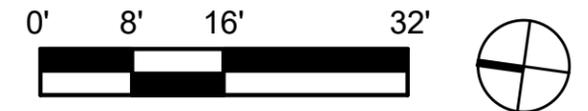
EXISTING PLANS



1 EXISTING PLAN - LEVEL 2
1/16" = 1'-0"



2 EXISTING PLAN - LEVEL 3
1/16" = 1'-0"



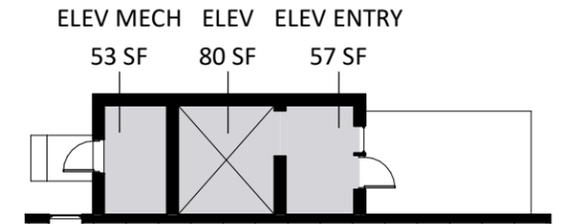
THIS PAGE INTENTIONALLY LEFT BLANK

EXISTING COLOR PLANS



1 MECHANICAL LEVEL
1/16" = 1'-0"

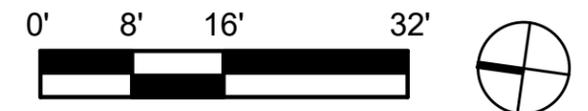
2 EXISTING PLAN - LOWER LEVEL Copy 1
1/16" = 1'-0"



3 PARTIAL PLAN - ELEVATOR LOBBY/MECH ROOM
1/16" = 1'-0"

DEPARTMENT LEGEND

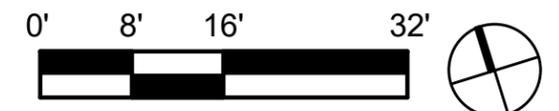
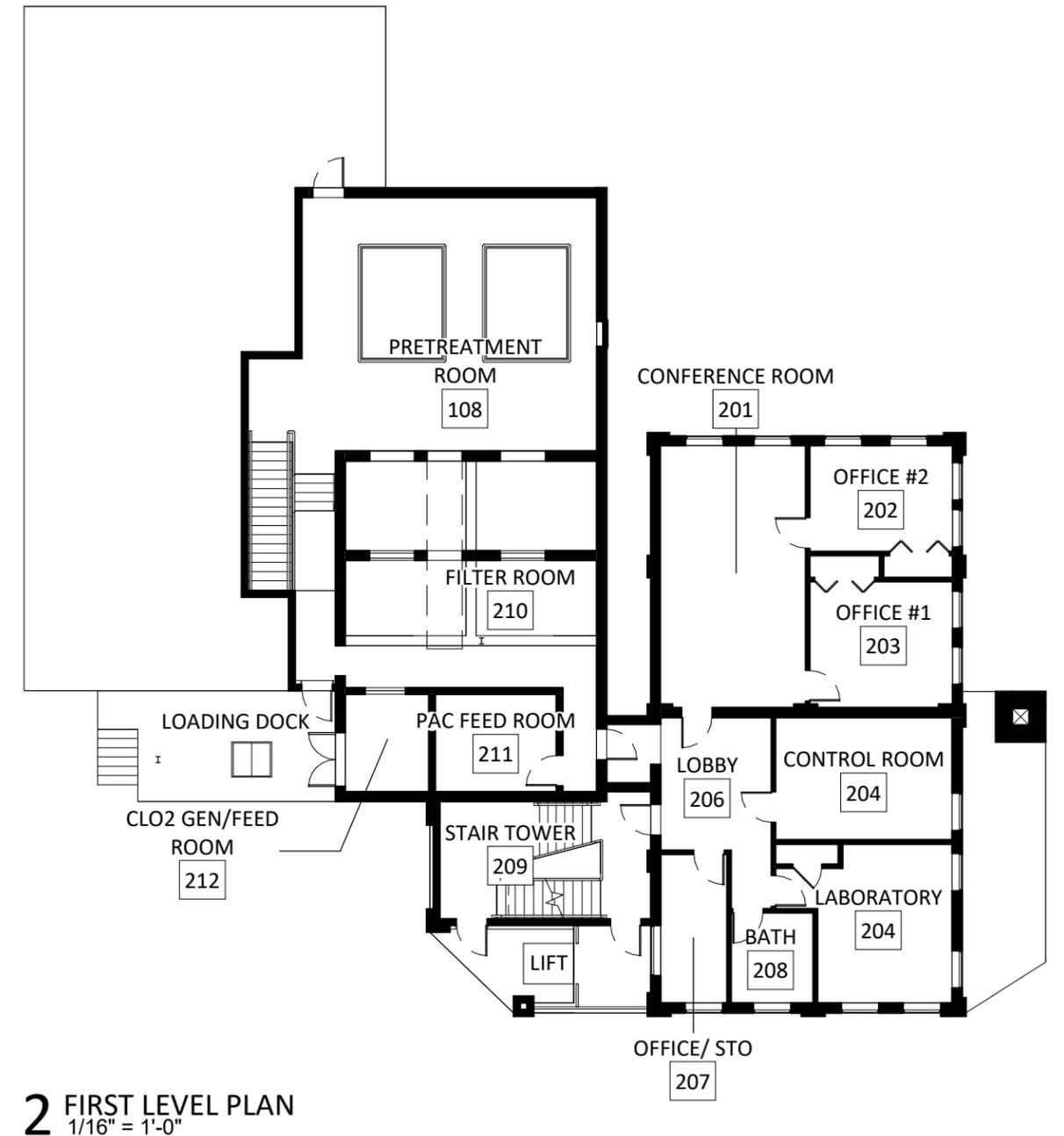
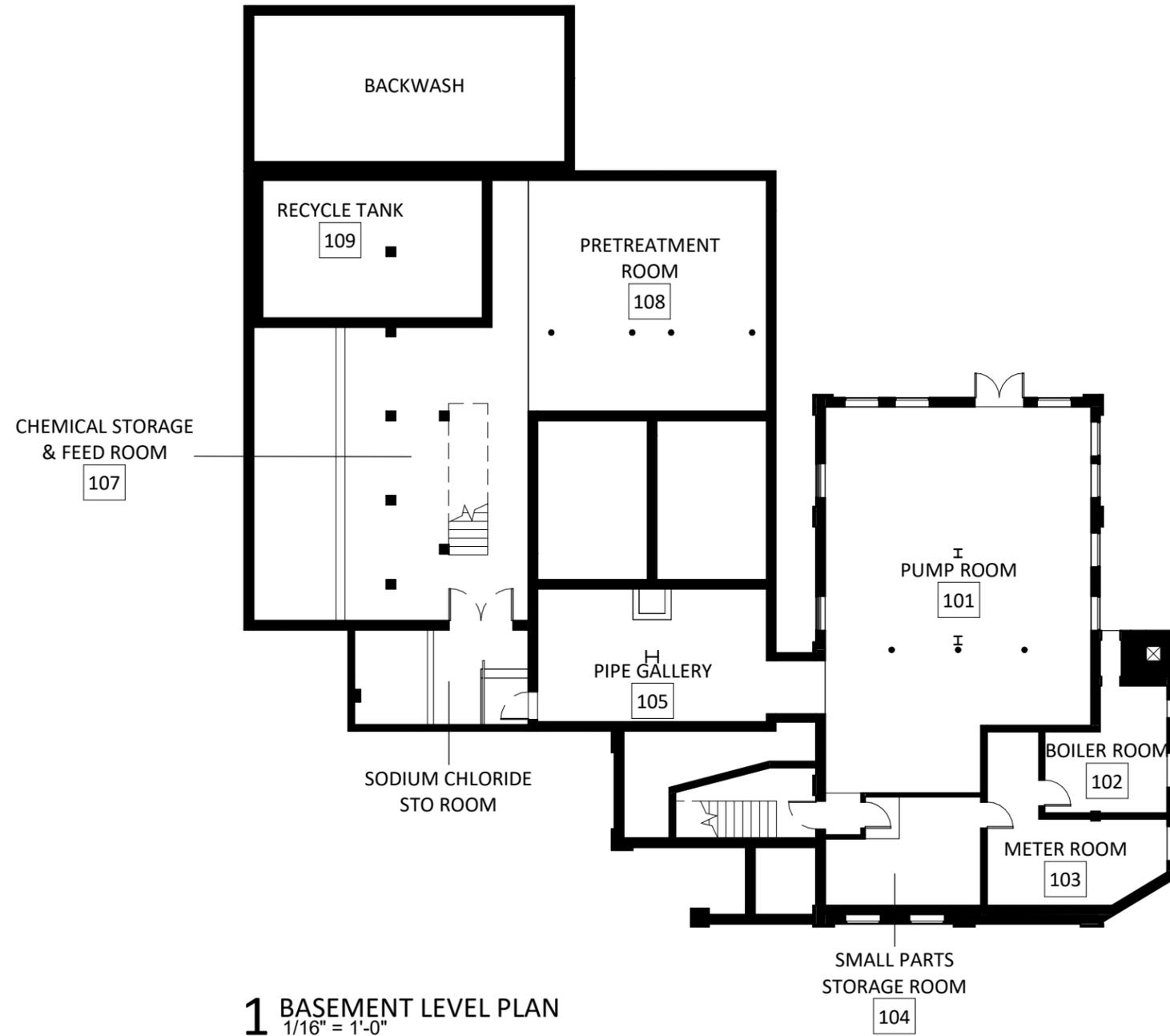
- CIRCULATION / SERVICES
- COMMON / SHARED
- COMMUNITY DEVELOPMENT
- FINANCE / ADMINISTRATION
- INFORMATION TECNOLOGY
- SCHOOL ADMINISTRATION
- TOWN CLERK
- TOWN MANAGER
- WELFARE



THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

EXISTING PLANS



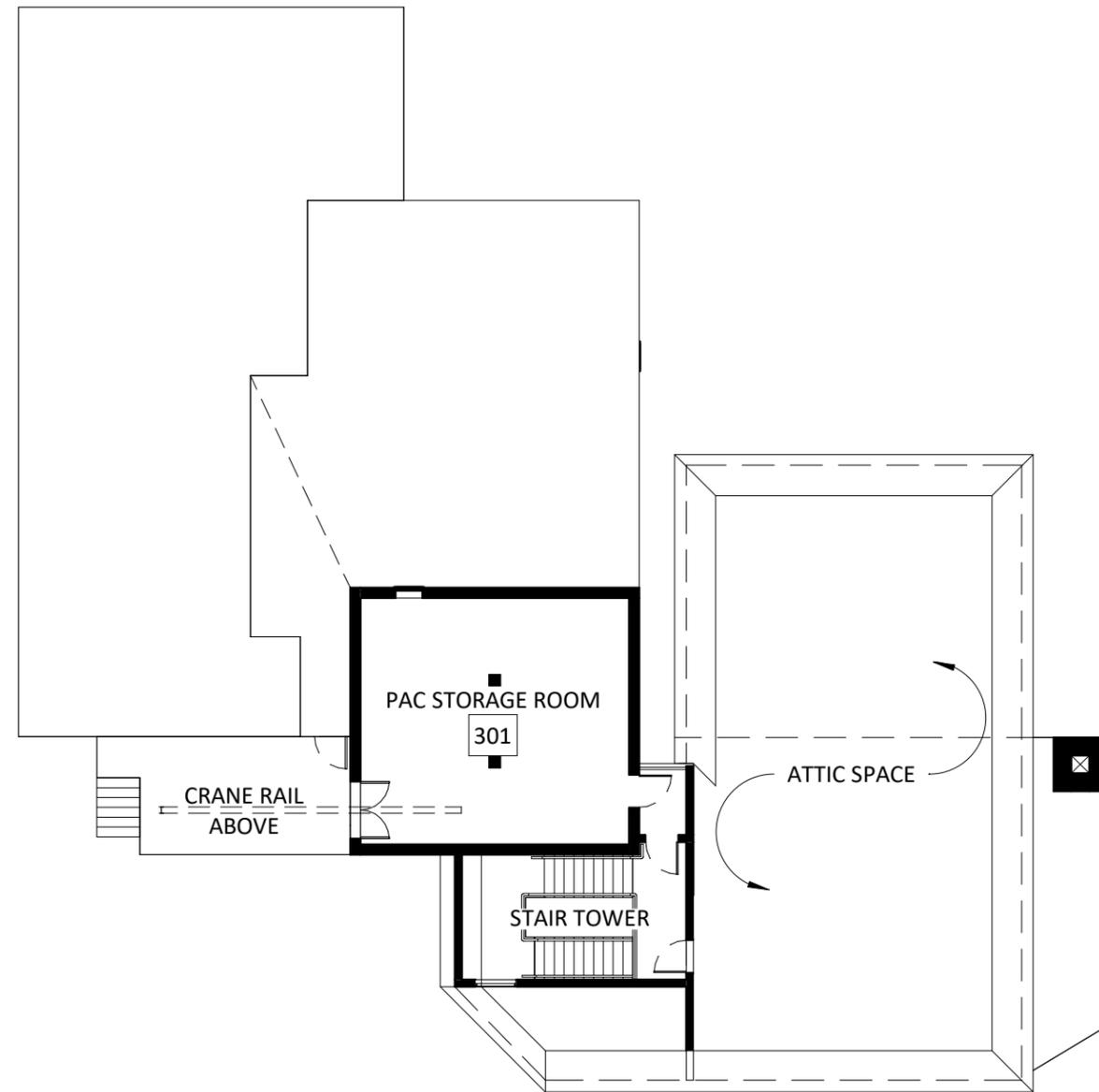
06/02/23

OLD WATER TREATMENT

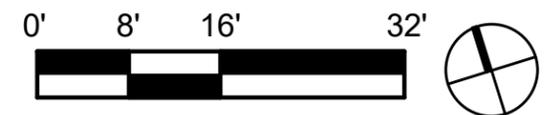
Placework
ARCHITECTURE • PLANNING

THIS PAGE INTENTIONALLY LEFT BLANK

EXISTING PLANS



3 SECOND LEVEL PLAN
1/16" = 1'-0"



THIS PAGE INTENTIONALLY LEFT BLANK

EXISTING CONDITIONS PHOTOGRAPHS

THIS PAGE INTENTIONALLY LEFT BLANK

EXISTING CONDITIONS PHOTOS

Police Department



















EXISTING CONDITIONS PHOTOS

Town Hall





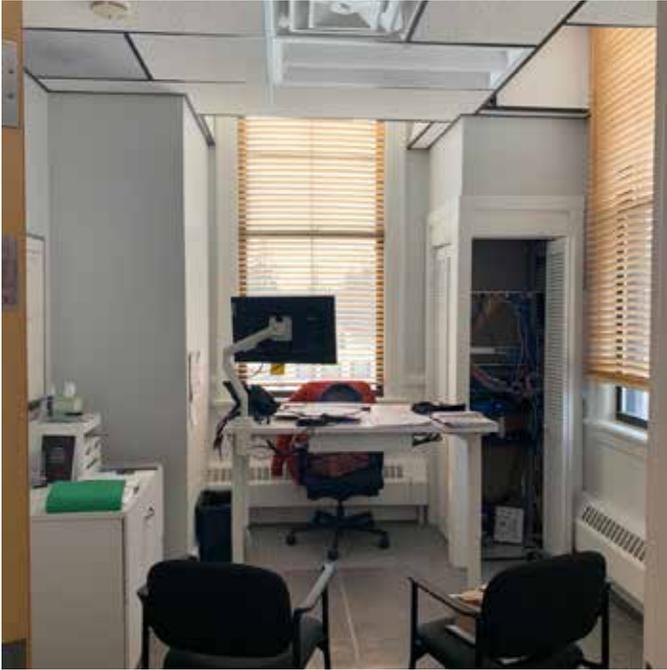
















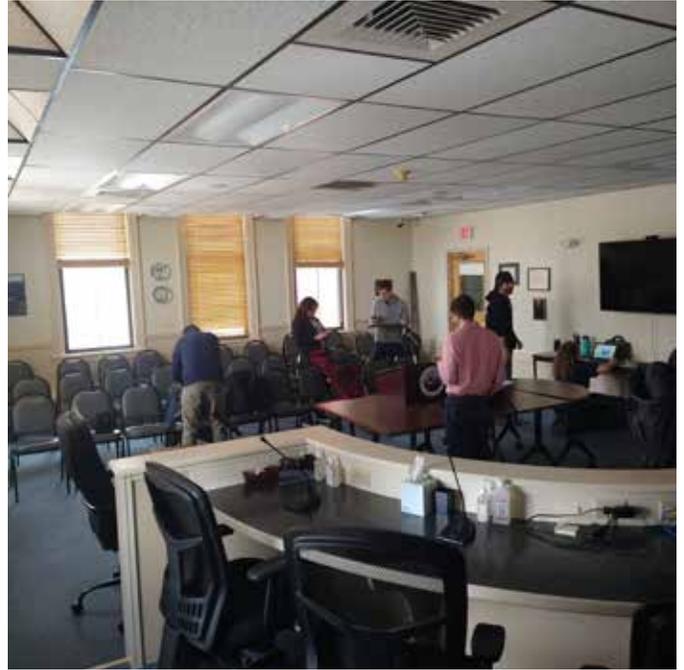










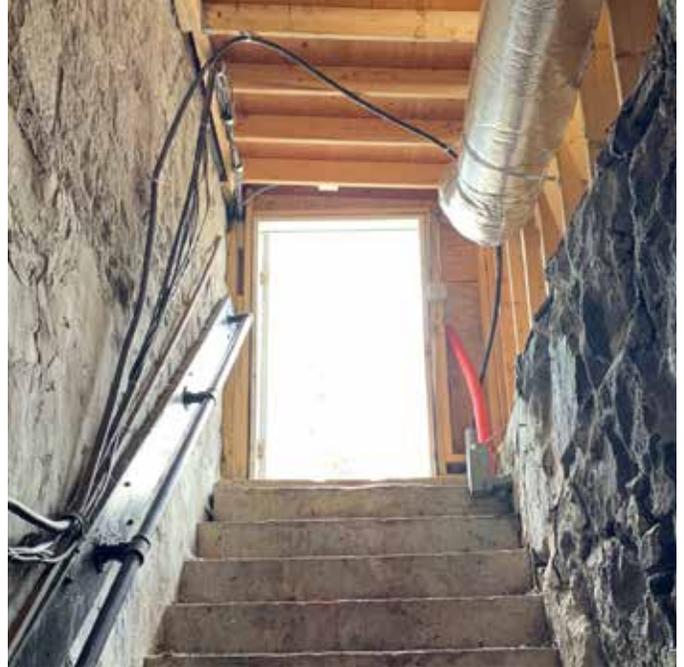
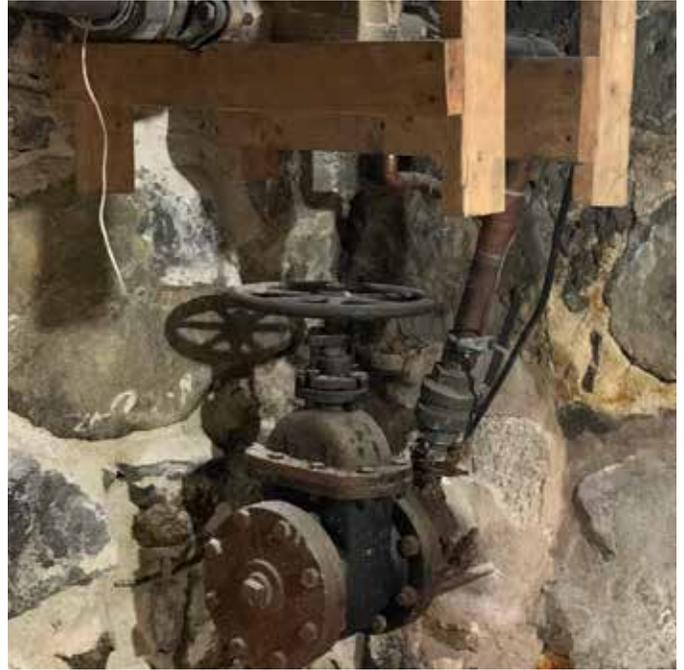












EXISTING CONDITIONS PHOTOS

Department of Public
Works / Fire Department







EXISTING CONDITIONS PHOTOS

Community Center











EXISTING CONDITIONS PHOTOS

Public Library







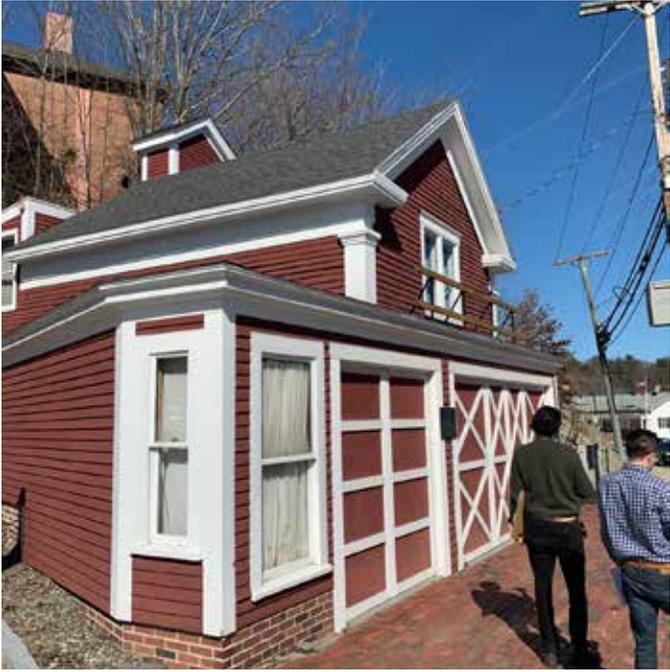




EXISTING CONDITIONS PHOTOS

Old Fire House











EXISTING CONDITIONS PHOTOS

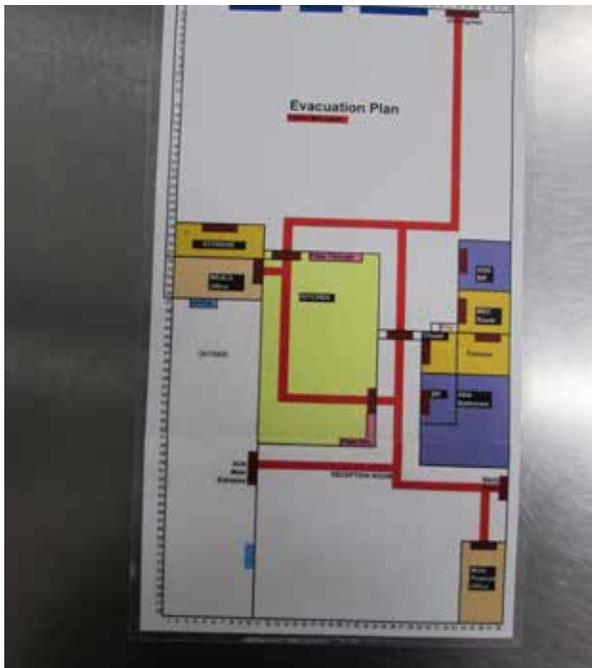
Sunrise-Sunset Community Center











EXISTING CONDITIONS PHOTOS

Beech Street Community Building





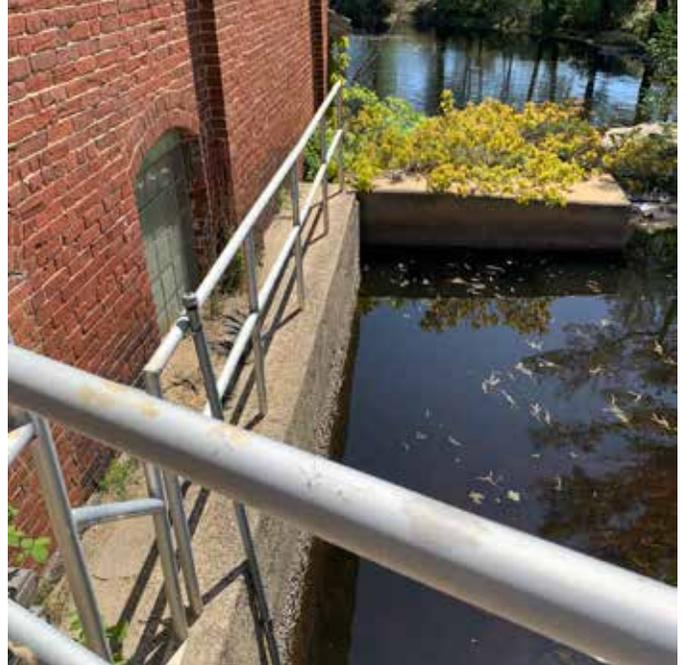


EXISTING CONDITIONS PHOTOS

Former Water
Treatment Facility















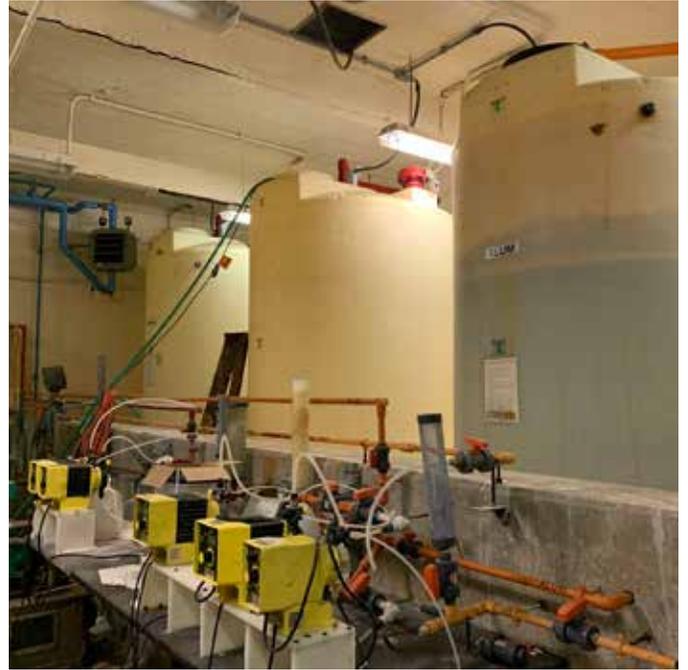


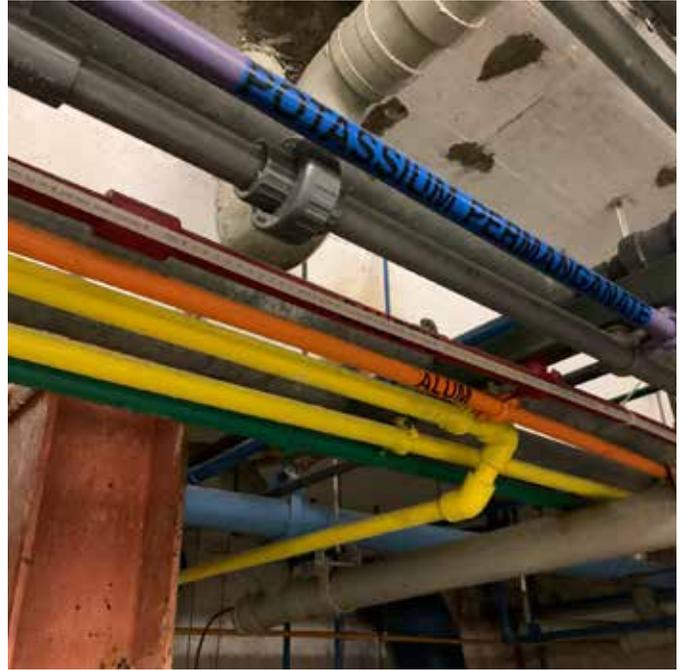














QUESTIONNAIRES

THIS PAGE INTENTIONALLY LEFT BLANK

PROGRAM & SPACE NEEDS ASSESSMENT

Questionnaires

Police Department
Finance & Administration
School Administrative Unit (SAU) #31
Town Clerk / Tax Collector
Town Administration
Environmental Services
Planning & Community Development
Public Works / Fire Department
Engineering
Library
Recreation

Programming Questionnaire

Project Name: Town of Newmarket - Facilities Master Plan

Project Number: 23-003

Date:

DEPARTMENT/OFFICE:

Prepared by: Chief Jordan

Placework is assisting the Town of Newmarket in planning for the future use of its municipal facilities. During the initial Programming phase, we will develop an understanding of the Town's administrative space needs today and in the future (for the purposes of this study, future planning will consider the next 20-30 years). Your assistance in completing the following questionnaire will be helpful in planning adequately for the future.

Please complete all applicable questions and return to the Town Engineer, Lyndsay Butler no later than March 24th, 2023. Completed questionnaires can be delivered electronically to LButler@newmarketnh.gov or via interoffice mail to Lyndsay Butler at Newmarket DPW. Upon receipt of your completed questionnaire, Placework will tabulate the results for review, and hold in-person or virtual meetings as required to confirm them. Feel free to attach a separate sheet and/or skip questions that are not pertinent.

GENERAL

1. Describe the basic activities/function of your department. If necessary, attach a separate summary.

Provide dispatch and police services for the Town of Newmarket and Town of Newfields. We have 22 full time employees and 11 part time. We provide a multitude of 24 hour a day services to the community including criminal investigations, emergency services, traffic enforcement, health/life/safety services, citizen welfare.

2. VISITORS: Does your department have on-site visits with the public, including vendors, sales representatives, auditors, regulatory officials, residents, etc.? Are any special building accommodations needed for these meetings? Please describe the nature of meetings with the public (room type, number of visitors, frequency of meetings).

We do have on-site visitors. We often have citizens making reports, obtaining paperwork, services related to parking, building access/rentals, and meetings. We have many vendors, sales representatives, auditors, regulatory officials and more.

We have meetings for a variety of reasons, some of them are of a sensitive nature. We are limited by our current training room as it is not accessible to everyone and can only hold about 20-24 people. Often we have to move to the fire department when we have meetings or trainings with a large number of people.

3. How does your office or department interact with other City departments and services? List any spaces or locations that support these interactions.

We provide dispatch services for Police, Fire, and Public Works. We currently have no spaces that we share with other departments.

4. GROWTH: What aspects of your department or office do you expect to grow or contract in the next five (5) years? 20-30 years? Please project the amount of growth or contraction you expect, in measurable terms if possible (staff, space, etc.)

We anticipate the department employees will grow by 15 % in the next 5 years and likely 25 % over the next 20- 30 years. We currently have outgrown our current space and are searching for areas to expand. We likely could use double the space we currently have.

5. SECURITY: Describe any specific privacy or security requirements to your space(s). Indicate important separations, key characteristics of rooms with specific security requirements.

Security is paramount at the police station. We need the ability to control access to the inside and outside of the building. We need the ability for the dispatchers and officers to control all access points and have defined areas that can be accessed by the public. We have specific privacy and security requirements for licenses held from the New Hampshire State Police as well as federal law enforcement. We have numerous locations that need to be secure within the building from any outside sources that include evidence areas as well as holding areas. We need private areas to host victims and witnesses as well as areas to keep detainees.

6. TECHNOLOGY: Briefly describe the roles of any specialized technologies in your space(s). Do you anticipate adding any major new technologies in the next five (5) years?

Currently we have numerous radio and computer stations that are unique to our mission. We are in the process of updating much of this equipment. We hope to have in place an AFIS machine which will allow us to perform fingerprinting for the general public.

7. What are the most significant shortcomings of your current space?
Please list them in order of importance to you:

1. *Space - We need more space for everything*
 - *The evidence room is undersized and inadequate. There is not climate control and the evidence room is currently in the eaves of the building. Employees have to avoid hitting their heads on the sloped ceiling.*
 - *We do not have a conference room or private meeting space. Currently we have to speak with victims and families in the same space occupied by people taken into custody.*
 - *We lack enough office space.*
 - *Locker rooms are undersized and have lockers that were being thrown out by the school in 1995. A second locker room is in the furnace room.*
 - *State guidelines require separate spaces for adults and juveniles, we currently do not have that capability*
 - *We have no storage in the building*
 - *We have no break area. We have a toaster oven and microwave but employees are currently required to eat in business spaces.*
 - *Our second floor is not ADA compliant*
2. *Technology - The building was built in 1995 and there is no technology built into it. The concrete construction limits wire, the wiring that was run after the fact does not work most of the time.*
 - *Door locks and cameras systems mostly are from 1995*
3. *Room for expansion, parking, filing, storage of equipment, garage space.*
4. *Security*
 - *As I previously stated the security is from 1995. We need current locking and tracking mechanisms as well as access points.*

SPACE + OPERATIONS

8. PERSONNEL: Use the table below to list **all personnel in your department/group** by title, and their workstation space need. For part time positions, indicate approximate number of hours per week. Note specific requirements of the offices or workspaces themselves in the notes column. If necessary, attach a departmental org chart.

ADMINISTRATIVE/OFFICE SPACE				
POSITION/TITLE	QUANTITY	Growth 2030 -2050	FT/PT (hours /wk)	WORK AREA REQUIREMENTS Indicate any specific requirements for work area (filing/storage, space for meeting with visitors, important adjacencies, privacy needs, etc.)
Chief of Police	1	-	FT	Need private office with a conference space and closet
Lieutenant	2	1	FT	Both need a private office and conference space
Sergeant	2	2	FT	Needed private office space
Patrol Officers /School Resource Officers	10	4	FT	Additional workspace/workstations, locker room and equipment storage SRO's need an
Detective	1	2	FT	Need private officer space and a conference room, additional office space
Administrative Assistant	1	1	FT	Needed office space and storage
Part-time officers	2	2	10	Need a work station to be shared with patrol, lockers, equipment storage
Dispatch Supervisor/Dispatchers	6	2	FT	Dispatch Supervisor needs an office/dispatchers need a double console work station, lockers and storage

9. ADJACENCY: Please describe any staff within your department/office that should be near one another. Please note if these offices or workstations should be physically adjacent or within sight or hearing distance.

Dispatchers need to be in close proximity to each other and the public spaces. The administrative assistant needs to be near the public spaces and the dispatch center.

10. FLEXIBLE WORKSTATIONS: Are there any possibilities for unassigned workstations, to be shared by multiple staff who may not need to be physically present, are frequently off-site, or work part time or remotely? Are there any staff for which a physical office dedicated to them is not required?

Officers and SRO's can share office space. That being said we currently have 2 works stations which is not enough.

11. MEETING SPACE: What are meeting space needs for your department? Indicate size of meeting spaces by number of occupants, and approximate frequency of meetings requiring conference space.

MEETING SPACE			
Room	Occupants #	Approx. Room Size L x W/sf	Comments. Indicate features Public meeting space that would allow groups from the outside as well as training for large groups
Public meeting room/Training Room	80-100	50x100	Public meeting space that would allow groups from the outside as well as training for large groups
Conference rooms X 2	12	20x30	Rooms where we can meet with groups/families
Interview Rooms X 2	4-6	15x30	Meeting area with smaller group or individual

12. SPECIALIZED/SUPPORT SPACE: What support or specialized spaces are needed for your department/office? For example: Copy/print rooms; specialized work rooms, etc. Please note if any of these can be shared with other departments or offices.

SUPPORT + SPECIALIZED SPACE		
Room (Examples: copy/print room, lab, etc.)	Approx. Room Size L x W/sf	Comments. Sharing potential?
Copy Print room X 2	12x14	Department area/Detectives Area
Training Area	50x100	Can be utilized for numerous tasks
Evidence Area	30x40	Exclusively evidence
Administrative/Records	20x30	Shared with records and admin
Radio/Technology Area	15x30	Radios and Cameras
Fitness Space	30x50	Entire Department

13. STORAGE: List any special storage requirements for your department or group. Indicate exact sizes if possible (room square footage, number of file cabinets, shelving or cabinets, etc.) Please note if any storage is currently stored off-site, or could be in the future.

STORAGE		
Room or Material/Item	Approx. Room Size L x W/sf	Comments List types of materials, storage type, security requirements, etc. Offsite or sharing potential?
Evidence Room	30x40	Evidence
Records/Storage	14x30	Records 20-40 filing cabinets
Outdoor Storage	14X30	Large found items/Equipment
Locker Room/Equipment Storage X 2	30x40	Locker Room/Equipemtn Storage for each officer

14. EQUIPMENT: Please list specialized equipment with any special requirements for other than standard 120-volt power supply, the need for special acoustical treatment, special air conditioning requirements, etc. Indicate any other requirements for the equipment that could affect the equipment use, location, etc.

Evidence room would need refrigeration/freezer and air quality/humidity control

15. VEHICLE SPACE REQUIREMENTS: List requirements for department and personal vehicle parking on the site. Indicate special requirements regarding security, access, etc.
- Should any on-site vehicle maintenance or fueling be accommodated? If yes, please describe.

VEHICLES + PARKING				
Vehicle Type	Quantity	Size L x W x H	Covered/ Enclosed?	Comments
Department vehicles	11	?	Covered	A parking port that can cover all department vehicles
Personal Vehicles	20	?		Parking for up to 40 vehicles site wide

Programming Questionnaire

Project Name: Town of Newmarket - Facilities Master Plan
Project Number: 23-003
Date: 03/24/2023

DEPARTMENT/OFFICE: Channel 13 / Media Services

Prepared by: Tim Cremmen

Placework is assisting the Town of Newmarket in planning for the future use of its municipal facilities. During the initial Programming phase, we will develop an understanding of the Town's administrative space needs today and in the future (for the purposes of this study, future planning will consider the next 20-30 years). Your assistance in completing the following questionnaire will be helpful in planning adequately for the future.

Please complete all applicable questions and return to the Town Engineer, Lyndsay Butler, no later than March 24th, 2023. Completed questionnaires can be delivered electronically to LButler@newmarketnh.gov or via interoffice mail to Lyndsay Butler at Newmarket DPW. Upon receipt of your completed questionnaire, Placework will tabulate the results for review, and hold in-person or virtual meetings as required to confirm them. Feel free to attach a separate sheet and/or skip questions that are not pertinent.

GENERAL

1. Describe your mission and the activities/function of your department or office.

Channel 13 is responsible for recording Town of Newmarket and Newmarket School District meetings and events. Channel 13 also creates programming for the community and promotional material to be released to the public. Channel 13 is also responsible for the Newmarket Newsletter, Community Bulletin Board, Social Media posting, and website maintenance.

2. VISITORS: Does your department have on-site visits with the public, including vendors, sales representatives, auditors, regulatory officials, residents, etc.? Are any special building accommodations needed for these meetings? Please describe the nature of meetings with the public (room type, number of visitors, frequency of meetings).

Yes, Channel 13 shoots videos with other departments, meets with members of community organizations, as well as members of the public. Channel 13 also covers meetings and must have a connection to the auditorium and council chambers or wherever the various boards and committees are meeting. Coverage of these events require network connections for cameras and streaming as well as connections for microphones and cameras.

3. How does your office or department interact with other departments and services? Are there any departments, offices, or spaces that must be adjacent to or nearby your space?

Channel 13 interacts with almost all departments and organizations in Newmarket and must be able to cover Town and School meetings. That being said, Channel 13 must have the ability to connect to where these meetings are being held.

4. GROWTH: What aspects of your department or office do you expect to grow or contract in the next five (5) years? 20-30 years? Please project the amount of growth or contraction you expect, in measurable terms if possible (staff, space, etc.).

Within the next 5 years I expect for an additional full time employee to join our 3 part time videographers as well as the full time Multi Media services manager. From there, I would anticipate the need for work spaces for these employees. In the next 20-30 years, I would plan to have 3-5 full time employees as well as 2-3 part time employees and work spaces for all.

I would anticipate the need for a community studio to produce content as well as promotional videos for the town, school, and community at large. This would require a large open room with a smaller control room connected. The studio area would need room and electricity for lights, cameras, sound boards, and audio mixers. We would also need network connections for streaming.

5. SECURITY: Are there any specific privacy or security requirements to your space(s)?

Locks to ensure security of equipment.

6. TECHNOLOGY: Briefly describe the roles of any specialized technologies in your space(s). Do you anticipate adding any major new technologies in the next five (5) years?

Technology plays a major role in Channel 13 spaces. Channel 13 uses a video server with a network connection to broadcast and stream town and school events and meetings, as well as other community based programming. In the next five years we will be looking to update our cameras that are used in broadcasting and

streaming the meetings, we will be looking to update the computers used to create promotional materials as well as edit videos, and we will likely be looking to update our video server.

7. EXISTING SPACE: What are the most significant shortcomings of your current space? Please list them in order of importance to you:

The significant shortcoming we have with our space is the lack of space for equipment and how tight our space can be, especially when we have multiple people covering multiple events. We have equipment housed in multiple areas because we don't have enough space to keep it in one spot.

When covering meetings, the control room can be a tight when more than one person covering the meeting, which is often, if not always the case. When we are covering multiple meetings simultaneously, having 3 to 4 people in the control room can be all but impossible, which leads to interesting maneuvering to cover the meetings.

SPACE AND FUNCTION

8. PERSONNEL: Use the table below to list **all personnel in your department/group** by title, and their workstation space need. For part time positions, indicate approximate number of hours per week. Note specific requirements of the offices or workspaces themselves in the notes column. If necessary, attach a departmental org chart.

POSITION/TITLE	QUANTITY	FT/PT (hours /wk)	WORK AREA REQUIREMENTS Indicate any specific requirements for work area (filing/storage, space for meeting with visitors, important adjacencies, privacy needs, etc.)
Media Services Manager	1	FT	A private workspace to meet with employees as well as members of community and other departments. Room to edit video, graphics, and create promotional materials. Place to put together gear bags to go on outside shoots. Place to keep equipment safe.
Videographer	3	PT	Covering meetings and editing content. They need to be in a space adjacent to meetings are being held as well being able to be spate enough to ensure the quality of the meeting/event they are covering.

9. ADJACENCY: Please describe any staff within your department/office that should be nearby one another. Please note if these offices or workstations should be physically adjacent or within sight or hearing distance.

Newmarket Channel 13 employees must be within both sight and hearing when covering events and meetings. When working on other projects (creating additional programming) it would make sense for them to be within sight of each other.

10. FLEXIBLE WORKSTATIONS: Are there any possibilities for unassigned workstations, to be shared by multiple staff who may not need to be physically present, are frequently off-site, or work part-time or remotely? Are there any staff for which a physical office dedicated to them is not required?

When covering meetings and events, staff needs to be physically present. When editing, scheduling, or creating other materials; they can work remotely.

11. STORAGE: Does your department have any specific storage requirements? Indicate exact sizes if possible (room square footage, number of file cabinets, shelving or cabinets, etc.) Please note if any storage is currently stored off-site, or could be in the future.

Channel 13 needs storage room for tripods, cameras, microphones, microphone stands, and more. A room or storage area approximately 16'x10' should afford us the room we need to keep and gather equipment in one central location.

12. SUPPORT SPACES: What support spaces are needed for your department/office? For example: Copy/print rooms; specialized work rooms, etc. Please note if any of these can be shared with other departments or offices.

We need a control room connected to where meetings are held to house mixers, switchers, camera controls, and our video server. This room also needs to house our staff when covering meetings for town and school.

13. MEETING SPACE: What are typical conferencing and meeting space needs for your department? Indicate size of conference spaces by number of occupants, and approximate frequency of meetings requiring conference space.

It would be nice to have an area to meet once a week to go over productions and meet about upcoming events. This could also serve as a space to meet with other departments and members of the community to plan coverage of events. We would need space enough for up to 8 adults.

Programming Questionnaire

Project Name: Town of Newmarket - Facilities Master Plan
Project Number: 23-003
Date: 3/20/2023

DEPARTMENT/OFFICE: Finance & Administration

Prepared by: William Tappan

Placework is assisting the Town of Newmarket in planning for the future use of its municipal facilities. During the initial Programming phase, we will develop an understanding of the Town's administrative space needs today and in the future (for the purposes of this study, future planning will consider the next 20-30 years). Your assistance in completing the following questionnaire will be helpful in planning adequately for the future.

Please complete all applicable questions and return to the Town Engineer, Lyndsay Butler, no later than March 24th, 2023. Completed questionnaires can be delivered electronically to LButler@newmarketnh.gov or via interoffice mail to Lyndsay Butler at Newmarket DPW. Upon receipt of your completed questionnaire, Placework will tabulate the results for review, and hold in-person or virtual meetings as required to confirm them. Feel free to attach a separate sheet and/or skip questions that are not pertinent.

GENERAL

1. Describe your mission and the activities/function of your department or office.

Answer: *The mission of the Department of Finance & Administration (F&A) is to provide leadership, service and support to the municipal government of Newmarket, NH in the areas of finance, human resources, information technology and Media Services. We accomplish that through collaboration, innovation and the establishment, promotion and advocacy of professional standards and practices.*

To lend more detail to the mission statement, the group supports the organization with the daily management of these and other associated tasks:

<ul style="list-style-type: none">• A/R	<ul style="list-style-type: none">• A/P	<ul style="list-style-type: none">• federal and state reporting
<ul style="list-style-type: none">• bank recon.	<ul style="list-style-type: none">• treasury mgmt	<ul style="list-style-type: none">• purchasing
<ul style="list-style-type: none">• financial reporting	<ul style="list-style-type: none">• debt financing	<ul style="list-style-type: none">• budgeting/forecasting

• payroll processing	• benefits mgmt	• End user/application suppt.
• T\telecommunications service/suppt.		• event coverage, newsletters, etc.

2. VISITORS: Does your department have on-site visits with the public, including vendors, sales representatives, auditors, regulatory officials, residents, etc.? Are any special building accommodations needed for these meetings? Please describe the nature of meetings with the public (room type, number of visitors, frequency of meetings).

Answer: At various times there are employees (management and line staff) and auditors in our office space. The employee visits are often daily and the auditor visits are a couple of times per year. At minimum, it would be beneficial to have a separate conference room, or meeting room large enough to accommodate at least three people to gather and discuss issues without interrupting the rest of the office. Members of the public rarely come to our offices.

3. How does your office or department interact with other departments and services? Are there any departments, offices, or spaces that must be adjacent to or nearby your space?

Answer: our office interacts with other departments regularly in the form of telephone calls and in person meetings. It is useful to be near the Town Clerk's office as we interact with them regularly and the same is true for the Town Manager's office.

4. GROWTH: What aspects of your department or office do you expect to grow or contract in the next five (5) years? 20-30 years? Please project the amount of growth or contraction you expect, in measurable terms if possible (staff, space, etc.).

Answer: There is a likelihood that the team will grow by one more either half time or full time person in the accounting area. This is to improve the purchasing function and bring that under F&A management. That increase in personnel would likely be sufficient for up to 5 years. Forecasting departmental growth needs beyond that is largely dependent upon the town's growth (e.g., population, properties, businesses, support needs, and expansion of other departments to meet those needs). Currently the IT and Telecom services/support are under contract and they report to the Director. It is unlikely the functions will be brought in-house as the current arrangement is working well. In the area of Media Services, another ½ to 1 FTE could be added depending on need. Were an additional person hired, an open workspace would be sufficient.

5. SECURITY: Are there any specific privacy or security requirements to your space(s)?

Answer: There are no serious security concerns, however, we are currently in a security card access condition. This is largely due to concerns about one or two people whose behavior and constant

online verbal attacks have led to SAU management restricting access to the SAU and Town Finance floor. In terms of privacy, since the Human Resources department is with the Finance area, and personnel files (including health care information) are confidential, therefore privacy and restricted access is necessary.

6. TECHNOLOGY: Briefly describe the roles of any specialized technologies in your space(s). Do you anticipate adding any major new technologies in the next five (5) years?

Answer: There are no technologies more specialized than any other used by all departments during normal operations. The office is part of the town network (via Cat5e cable and WIFI). F&A Department employees are all assigned desktop and/or laptop PCs and use various office efficiency applications (MS Office, etc.). The organization also uses an enterprise wide system (Munis) for managing various functions such as accounting, HR, payroll, budgeting, tax collection, utility billing, building permitting, A/R, A/P and other related functions. Munis is a SaaS system residing on servers hosted at sites owned and managed by Tyler Technologies. Given Moore's Law, most business computational technology is continuing to get physically smaller thus reducing its space requirements. The one technology which isn't getting smaller is the multifunction printer/fax/copier machines. Those requirements will continue into the foreseeable future as the paperless office has proven to be largely unattainable.

7. EXISTING SPACE: What are the most significant shortcomings of your current space? Please list them in order of importance to you:

Answer: The most glaring issue is the lack of a common meeting space where the team can brain storm, have white boarding sessions, or conduct a training session for a small group. Having a common meeting space, which can be enclosed (with a door(s)) would be very useful. Even if this were a shared resource with other departments in the building, it would be better than having nothing, and it would get used regularly. The second shortcoming is the size and configuration of the current private offices. Due to the lack of space, the HR Managers office is crammed with file cabinets and a safe and the office used by the Director has a server closet in it, a filing two filing cabinets, and insufficient room for a normal sized desk and comfortably accommodate visitors too.

SPACE AND FUNCTION

8. PERSONNEL: Use the table below to list **all personnel in your department/group** by title, and their workstation space need. For part time positions, indicate approximate number of hours per week. Note specific requirements of the offices or workspaces themselves in the notes column. If necessary, attach a departmental org chart.

POSITION/TITLE	QUANTITY	FT/PT (hours /wk)	WORK AREA REQUIREMENTS Indicate any specific requirements for work area (filing/storage, space for meeting with visitors, important adjacencies, privacy needs, etc.)
Director of Finance & Administration	1	FT (40)	Individual office for quiet working and private meetings, need to be near the rest of the F&A employees.
Asst. Director of Finance	1	FT (40)	Open work space (but individual office might work well too), space for filing cabinets, shelving for easily accessible bound documents, need to be near rest of staff for regular interactions.
Manager, Human Resources	1	FT (40)	Individual office for regular private meetings, filing cabinet space for confidential HR documents. Helpful to be adjacent to the Director to interact over various HR related issues.
Finance & Administration Generalist	1	PT (20)	Open, but individual work space for this support staffer who interacts regularly with other office staff and other department's administrative assistants on payables and purchasing and payables related Munis training.
Media Services Manager	1	FT	Private office enabling quiet work on a variety of media, written, video, sound, and on various platforms (TV and online, and in future, possible print media). This person also has regular meetings with other personnel and members of the public.
Videographers	3	PT	The videographers are part time support for after hours Channel 13 meeting and event coverage for the Town and SAU. They work in the CH. 13 control room and don't require individual workspaces.

9. ADJACENCY: Please describe any staff within your department/office that should be nearby one another. Please note if these offices or workstations should be physically adjacent or within sight or hearing distance.

Answer: *The F&A Generalist should be adjacent to the Human Resources Manager as that position reports to and supports that area. Additionally, the F&A team interacts frequently making adjacency essential to normal information flow.*

10. FLEXIBLE WORKSTATIONS: Are there any possibilities for unassigned workstations, to be shared by multiple staff who may not need to be physically present, are frequently off-site, or work part-time or remotely? Are there any staff for which a physical office dedicated to them is not required?

Answer: Although staff members can work remotely, and some do regularly, they usually work in the office and have things organized in ways that make them most productive. That shouldn't be disrupted. We aren't like a consulting firm where 'hoteling' is a sensible idea, because the staff is generally at client sites and they carry their work tools (laptops, phones, etc.) with them. We are also still quite physical file dependent and regularly use documents in our file cabinets and binders for reference purposes.

11. STORAGE: Does your department have any specific storage requirements? Indicate exact sizes if possible (room square footage, number of file cabinets, shelving or cabinets, etc.) Please note if any storage is currently stored off-site, or could be in the future.

Answer: The department currently has a roughly 10'x10' storage closet just outside the main office area. There is also an offsite storage space at 54 Packers Falls Road (Old DES Dept. building) on the 3rd floor. The space used takes up approximately 3/4th of the floor. The actual square footage is uncertain. In the main F&A office area there are 10 nearly full filing cabinets (six 4 drawer vertical, three 3 drawer lateral, and one standing supply cabinet). There are also two (one 3 drawer lateral and one two drawer lateral) filing cabinets in the HR Mgrs. Office and two filing cabinets (one 4 drawer vertical and one 2 drawer lateral) in the Director's office.

12. SUPPORT SPACES: What support spaces are needed for your department/office? For example: Copy/print rooms; specialized work rooms, etc. Please note if any of these can be shared with other departments or offices.

Answer: The F&A Department has one large multifunction printer/fax/copier (RICOH) machine and a bank of two HP printers for check printing. The machines are shared between the staff members and not used by any other department. Were the building configured differently (e.g., the department was on the same floor as other departments), it would be possible for other departments to share our multifunction printer. However, in the current state, doing so would require anyone sharing it to run up the stairs each time. If they were printing something confidential, it would be challenging for such printout to remain confidential. The HP printers could not be shared as they are used for check printing and often have MICR toner installed. The toner is expensive and it would be wasteful to have other departments accidentally printing to those check printers.

13. MEETING SPACE: What are typical conferencing and meeting space needs for your department? Indicate size of conference spaces by number of occupants, and approximate frequency of meetings requiring conference space.

Answer: Whenever we wish to meet it is done in the middle of the main office area. Currently there is a small conference table around which we can all sit and meet. It isn't the best situation

as it's in the middle of our office. Optimally, we would have at least a small conference room with a table enabling two or three people to meet in private. Such a room would be beneficial for small meetings such as when new hires are completing orientation and benefits packets. The same is true for when there are budget, financial, or human resource issues related meetings. Generally, these conversations occur in the HR Manager's or the Director's offices. However, it is often beneficial to be able to meet in a more neutral space.

Programming Questionnaire

Project Name: Town of Newmarket - Facilities Master Plan
Project Number: 23-003
Date: 3/20/23

DEPARTMENT/OFFICE: SAU 31

Prepared by: SAU 31 Superintendent, Todd Allen

Placework is assisting the Town of Newmarket in planning for the future use of its municipal facilities. During the initial Programming phase, we will develop an understanding of the Town's administrative space needs today and in the future (for the purposes of this study, future planning will consider the next 20-30 years). Your assistance in completing the following questionnaire will be helpful in planning adequately for the future.

Please complete all applicable questions and return to the Town Engineer, Lyndsay Butler, no later than March 24th, 2023. Completed questionnaires can be delivered electronically to LButler@newmarketnh.gov or via interoffice mail to Lyndsay Butler at Newmarket DPW. Upon receipt of your completed questionnaire, Placework will tabulate the results for review, and hold in-person or virtual meetings as required to confirm them. Feel free to attach a separate sheet and/or skip questions that are not pertinent.

GENERAL

1. Describe your mission and the activities/function of your department or office.

The Town Hall houses the administrative and business functions of the school district. The Superintendent, Director of Curriculum, Student Services Director and Business Administrative offices are included. Currently this includes a staff of 9. The mission of our office is the administration of the school district and serving the public.

2. VISITORS: Does your department have on-site visits with the public, including vendors, sales representatives, auditors, regulatory officials, residents, etc.? Are any special building accommodations needed for these meetings? Please describe the nature of meetings with the public (room type, number of visitors, frequency of meetings).

We regularly have on-site meetings with the public. The conference room on our floor gets used regularly. All new hires are processed in this office. Community members regularly come into the office for a variety of purposes. All volunteers are screened in this office. On a typical day 10 or more community members come to the office for a variety of reasons.

3. How does your office or department interact with other departments and services? Are there any departments, offices, or spaces that must be adjacent to or nearby your space?

The SAU 31 office regularly interacts with each other on this floor. On an occasional basis interaction between town staff and school district staff occur. The school board uses the town council meeting chambers to conduct their meetings twice a month. On occasion the school district utilizes the auditorium space in the basement.

4. GROWTH: What aspects of your department or office do you expect to grow or contract in the next five (5) years? 20-30 years? Please project the amount of growth or contraction you expect, in measurable terms if possible (staff, space, etc.).

SAU 31 staff is likely to remain stable for the foreseeable future. The only addition could be an additional clerk or an HR person. The space we currently have is adequate for our current and future needs.

5. SECURITY: Are there any specific privacy or security requirements to your space(s)?

Security is an ongoing concern. Recently the school district got a SAFE grant to upgrade security cameras and other systems in the school buildings and the SAU. Prior to that a system of security doors, scanners and cameras with monitor screens was installed. Given that we are on the 3rd floor of an old building we are also concerned about emergency exits and fire escapes.

6. TECHNOLOGY: Briefly describe the roles of any specialized technologies in your space(s). Do you anticipate adding any major new technologies in the next five (5) years?

We use many software and technology platforms. There is one server housed in the office suite. We will be upgrading financial software and a few others but nothing that will have an impact on the space. A dedicated server closet would improve server storage.

7. EXISTING SPACE: What are the most significant shortcomings of your current space? Please list them in order of importance to you:

The climate control system is inefficient and is erratic. Temperatures go up and down all day long.

The district has many file cabinets full of records that could be a concern if moved. The structural integrity of the floor to support these records should be analyzed.

SPACE AND FUNCTION

8. PERSONNEL: Use the table below to list **all personnel in your department/group** by title, and their workstation space need. For part time positions, indicate approximate number of hours per week. Note specific requirements of the offices or workspaces themselves in the notes column. If necessary, attach a departmental org chart.

POSITION/TITLE	QUANTITY	FT/PT (hours /wk)	WORK AREA REQUIREMENTS Indicate any specific requirements for work area (filing/storage, space for meeting with visitors, important adjacencies, privacy needs, etc.)
Superintendent	1	FT	Requires an office with a conference space, additional conference room and filing space.
Student Services Director	1	FT	Requires an office with meeting space, a conference room and significant filing space.
Director of Curriculum, Instruction and Assessment	1	FT	Requires an office with meeting space and access to a conference room.
Business Administrator	1	FT	Requires an office with direct access to all other business office staff members.
Assistant to Superintendent	1	FT	Requires a workstation with computer and reception area adjacent to superintendent's office
Assistant to Student Services Director	1	FT	Requires a workstation with computer and reception area adjacent to student services director's office
Payroll Clerk	1	FT	Requires workstation adjacent to BA and filing financial records.
Accounts Payable Clerk	1	FT	Requires workstation adjacent to BA and filing financial records.
Human Resources	1	PT	Requires workstation adjacent to BA and filing financial records.

9. ADJACENCY: Please describe any staff within your department/office that should be nearby one another. Please note if these offices or workstations should be physically adjacent or within sight or hearing distance.

The business office and superintendent's office should be adjacent to each other.

The Superintendent, Curriculum Director and Student Services Director, along with the 2 assistants should be adjacent to each other.

10. FLEXIBLE WORKSTATIONS: Are there any possibilities for unassigned workstations, to be shared by multiple staff who may not need to be physically present, are frequently off-site, or work part-time or remotely? Are there any staff for which a physical office dedicated to them is not required?

In the future as we adopt better financial software we may have more flexibility. At this time all employees need their own workspaces. This could change in the future but we are not there yet. With the upgrades we are currently doing within 3-5 years we may have more flexibility.

11. STORAGE: Does your department have any specific storage requirements? Indicate exact sizes if possible (room square footage, number of file cabinets, shelving or cabinets, etc.) Please note if any storage is currently stored off-site, or could be in the future.

We are currently renovating the business office space to provide for our current financial file storage needs. We also have 2 file storage rooms, one that is approximately 9 X 15 and another that is approx. 8 X 10 used for financial records, personnel files and student records. We currently have adequate space. As a future consideration we will be looking to digitize records to reduce file storage needs with our new financial software.

12. SUPPORT SPACES: What support spaces are needed for your department/office? For example: Copy/print rooms; specialized work rooms, etc. Please note if any of these can be shared with other departments or offices.

The current configuration of office space places our copiers in the common spaces of the district and business offices. This works adequately. A designated server closet designed for this purpose with a cooling system is also needed. Currently we are using a storage closet for this purpose. Additionally, there may be a need to expand bathroom facilities as the third floor shares one single-use bathroom for approximately 15 people shared between school district and town finance offices.

13. MEETING SPACE: What are typical conferencing and meeting space needs for your department? Indicate size of conference spaces by number of occupants, and approximate frequency of meetings requiring conference space.

Our current conference room is a shared space. The security badge workstation used by district and town staff is there. This conflicts

with regular use of the space. A designated space for both functions would be more efficient. The current conference room is adequate for up to 12 people. When we have larger needs we move to the auditorium or one of the school buildings. This space is used regularly throughout the day. The superintendent's office also has a conference space big enough for 6 people. This is used regularly.

Programming Questionnaire

Project Name: Town of Newmarket - Facilities Master Plan
Project Number: 23-003
Date: 3-23-2023

DEPARTMENT/OFFICE: Town Clerk-Tax Collector

Prepared by: Terri Littlefield

Placework is assisting the Town of Newmarket in planning for the future use of its municipal facilities. During the initial Programming phase, we will develop an understanding of the Town's administrative space needs today and in the future (for the purposes of this study, future planning will consider the next 20-30 years). Your assistance in completing the following questionnaire will be helpful in planning adequately for the future.

Please complete all applicable questions and return to the Town Engineer, Lyndsay Butler, no later than March 24th, 2023. Completed questionnaires can be delivered electronically to LButler@newmarketnh.gov or via interoffice mail to Lyndsay Butler at Newmarket DPW. Upon receipt of your completed questionnaire, Placework will tabulate the results for review, and hold in-person or virtual meetings as required to confirm them. Feel free to attach a separate sheet and/or skip questions that are not pertinent.

GENERAL

1. Describe your mission and the activities/function of your department or office.

This office assists the public over the counter to complete various transactions such as Motor Vehicles registrations, Vital Records, Election activities, Voter Registration, Dog Licenses, Water/Sewer payments, Property Tax payments, Notary/JP Services, Copies, etc.

2. VISITORS: Does your department have on-site visits with the public, including vendors, sales representatives, auditors, regulatory officials, residents, etc.? Are any special building accommodations needed for these meetings? Please describe the nature of meetings with the public (room type, number of visitors, frequency of meetings).

This office mainly assists the public over the counter. On a rare occasion we might bring a resident in to the office to meet with the Town Clerk/Tax Collector but typically this is not more than 1 or 2 residents at a time and is done at the desk of the TC/TC.

The counter must be handicap accessible.

3. How does your office or department interact with other departments and services? Are there any departments, offices, or spaces that must be adjacent to or nearby your space?

Most of the interaction with other departments is done by email, phone or over the counter. It is helpful to have the assessing department nearby but not necessary.

4. GROWTH: What aspects of your department or office do you expect to grow or contract in the next five (5) years? 20-30 years? Please project the amount of growth or contraction you expect, in measurable terms if possible (staff, space, etc.).

Staff: Same as current

Foot traffic continues to grow based on new residents but online services seem to keep the workflow at a steady pace therefore not increasing the need for additional space or staff.

5. SECURITY: Are there any specific privacy or security requirements to your space(s)?

All computers must face away from the public due to privacy laws, the public cannot have access to the office, the office must have a locked closet for DMV inventory and must have a safe for money.

6. TECHNOLOGY: Briefly describe the roles of any specialized technologies in your space(s). Do you anticipate adding any major new technologies in the next five (5) years?

Each clerk has their own computer and printer for DMV. At this time we are unable to share printers for DMV transactions and I do not see this changing anytime soon. We do share one main printer for all other activity.

7. EXISTING SPACE: What are the most significant shortcomings of your current space? Please list them in order of importance to you:

*Fireproof storage space
Storage space
Fireproof filing cabinets
Filing cabinets*

SPACE AND FUNCTION

8. PERSONNEL: Use the table below to list **all personnel in your department/group** by title, and their workstation space need. For part time positions, indicate approximate number of hours per week. Note specific requirements of the offices or workspaces themselves in the notes column. If necessary, attach a departmental org chart.

POSITION/TITLE	QUANTITY	FT/PT (hours /wk)	WORK AREA REQUIREMENTS Indicate any specific requirements for work area (filing/storage, space for meeting with visitors, important adjacencies, privacy needs, etc.)
Administrative Clerk	1	PT 20	Computer must face away from the public, office desk with single filing cabinet.
Administrative Clerk	1	PT 25	Computer must face away from the public, office desk with single filing cabinet.
Deputy Town Clerk-Tax Collector	1	PT 21.5	Computer must face away from the public, office desk with single filing cabinet.
Town Clerk-Tax Collector	1	FT	Computer must face away from the public, office desk with multiple filing cabinets and a small side desk to meet with a resident when needed.

9. ADJACENCY: Please describe any staff within your department/office that should be nearby one another. Please note if these offices or workstations should be physically adjacent or within sight or hearing distance.

All clerks must be in within sight and hearing distance from each other and from the front counter.

10. FLEXIBLE WORKSTATIONS: Are there any possibilities for unassigned workstations, to be shared by multiple staff who may not need to be physically present, are frequently off-site, or work part-time or remotely? Are there any staff for which a physical office dedicated to them is not required?

All clerks are required to have their own workspace as all clerks are in person employees.

11. STORAGE: Does your department have any specific storage requirements? Indicate exact sizes if possible (room square footage, number of file cabinets, shelving or cabinets, etc.) Please note if any storage is currently stored off-site, or could be in the future.

Must have a fireproof vault for permanent Town records, Ballots, etc. as well as a locked closet for DMV Inventory. Currently using a small vault (approx 5x12) located in the basement and a small closet (approx 7 x 7.5 located in our office.

12. SUPPORT SPACES: What support spaces are needed for your department/office? For example: Copy/print rooms; specialized work rooms, etc. Please note if any of these can be shared with other departments or offices.

Copy/Print/Folding Machine/Supply area - shared with others is fine.

13. MEETING SPACE: What are typical conferencing and meeting space needs for your department? Indicate size of conference spaces by number of occupants, and approximate frequency of meetings requiring conference space.

No conference area needed.

Programming Questionnaire

Project Name: Town of Newmarket - Facilities Master Plan
Project Number: 23-003
Date: March 21, 2023

DEPARTMENT/OFFICE: Town Administration

Prepared by: Wendy Chase

Placework is assisting the Town of Newmarket in planning for the future use of its municipal facilities. During the initial Programming phase, we will develop an understanding of the Town's administrative space needs today and in the future (for the purposes of this study, future planning will consider the next 20-30 years). Your assistance in completing the following questionnaire will be helpful in planning adequately for the future.

Please complete all applicable questions and return to the Town Engineer, Lyndsay Butler, no later than March 24th, 2023. Completed questionnaires can be delivered electronically to LButler@newmarketnh.gov or via interoffice mail to Lyndsay Butler at Newmarket DPW. Upon receipt of your completed questionnaire, Placework will tabulate the results for review, and hold in-person or virtual meetings as required to confirm them. Feel free to attach a separate sheet and/or skip questions that are not pertinent.

GENERAL

1. Describe your mission and the activities/function of your department or office.

To make the Town Manager's job easier. Day to day operations. Fielding phone calls, assisting the general public, scheduling and organizing meetings for the TM and for town departments.

2. VISITORS: Does your department have on-site visits with the public, including vendors, sales representatives, auditors, regulatory officials, residents, etc.? Are any special building accommodations needed for these meetings? Please describe the nature of meetings with the public (room type, number of visitors, frequency of meetings).

We have on-site visits with all of the above. Accommodations needed: a foyer with seating and counter/desk space for writing. Seating also for waiting. Handicap accessibility.

3. How does your office or department interact with other departments and services? Are there any departments, offices, or spaces that must be adjacent to or nearby your space?

My space is currently like grand central station. I recently purchased a new desk for a little more privacy. I work with confidential documents on occasion such as employment contracts and non-public meeting minutes. I could use more privacy. The only office I should be adjacent to is the Town Manager.

4. GROWTH: What aspects of your department or office do you expect to grow or contract in the next five (5) years? 20-30 years? Please project the amount of growth or contraction you expect, in measurable terms if possible (staff, space, etc.).

5. SECURITY: Are there any specific privacy or security requirements to your space(s)?

There are no specific privacy requirements currently, but should be - see answer to number 3. There is no privacy for phone calls. I sometimes deal with the Welfare Director or Police Department.

6. TECHNOLOGY: Briefly describe the roles of any specialized technologies in your space(s). Do you anticipate adding any major new technologies in the next five (5) years?

I have the building security monitor in my office. The Town Manager is current with new technologies; I expect that new technologies will be added but I don't know what.

7. EXISTING SPACE: What are the most significant shortcomings of your current space? Please list them in order of importance to you:

STORAGE. Lack of window space/fresh air. The current lighting is messed up.

SPACE AND FUNCTION

8. PERSONNEL: Use the table below to list **all personnel in your department/group** by title, and their workstation space need. For part time positions, indicate approximate number of hours per week. Note specific requirements of the offices or workspaces themselves in the notes column. If necessary, attach a departmental org chart.

POSITION/TITLE	QUANTITY	FT/PT (hours /wk)	WORK AREA REQUIREMENTS Indicate any specific requirements for work area (filing/storage, space for meeting with visitors, important adjacencies, privacy needs, etc.)

9. ADJACENCY: Please describe any staff within your department/office that should be nearby one another. Please note if these offices or workstations should be physically adjacent or within sight or hearing distance.

10. FLEXIBLE WORKSTATIONS: Are there any possibilities for unassigned workstations, to be shared by multiple staff who may not need to be physically present, are frequently off-site, or work part-time or remotely? Are there any staff for which a physical office dedicated to them is not required?

11. STORAGE: Does your department have any specific storage requirements? Indicate exact sizes if possible (room square footage, number of file cabinets, shelving or cabinets, etc.) Please note if any storage is currently stored off-site, or could be in the future.

Our filing cabinets are full and there is no room to add more. There is storage in the old water works building on Packers Falls Road. It is totally unorganized and full of vermin waste. The building may be sold in the next 10 years.

12. SUPPORT SPACES: What support spaces are needed for your department/office? For example: Copy/print rooms; specialized work rooms, etc. Please note if any of these can be shared with other departments or offices.

Research area with a large table to spread out notebooks and binders and files to do research.

13. MEETING SPACE: What are typical conferencing and meeting space needs for your department? Indicate size of conference spaces by number of occupants, and approximate frequency of meetings requiring conference space.

Programming Questionnaire

Project Name: Town of Newmarket - Facilities Master Plan

Project Number: 23-003

Date: March 27, 2023

DEPARTMENT/OFFICE: Environmental Services

Prepared by: Sean T. Greig

Placework is assisting the Town of Newmarket in planning for the future use of its municipal facilities. During the initial Programming phase, we will develop an understanding of the Town's administrative space needs today and in the future (for the purposes of this study, future planning will consider the next 20-30 years). Your assistance in completing the following questionnaire will be helpful in planning adequately for the future.

Please complete all applicable questions and return to the Town Engineer, Lyndsay Butler no later than March 24th, 2023. Completed questionnaires can be delivered electronically to LButler@newmarketnh.gov or via interoffice mail to Lyndsay Butler at Newmarket DPW. Upon receipt of your completed questionnaire, Placework will tabulate the results for review, and hold in-person or virtual meetings as required to confirm them. Feel free to attach a separate sheet and/or skip questions that are not pertinent.

GENERAL

1. Describe the basic activities/function of your department. If necessary, attach a separate summary.

The purpose of the Environmental Services Department is to supply the town with drinking water. As well as the collection and treatment of wastewater.

2. VISITORS: Does your department have on-site visits with the public, including vendors, sales representatives, auditors, regulatory officials, residents, etc.? Are any special building accommodations needed for these meetings? Please describe the nature of meetings with the public (room type, number of visitors, frequency of meetings).

The Environmental Services Department receives visitors, sales representatives, regulatory officials, residents, and others at the Newmarket Wastewater Facility at 8 Young Lane. The Department has its meetings at the facility in the lunch room. If more space

is needed, meetings are held at the Fire Station training room that is located next to the wastewater treatment facility.

3. How does your office or department interact with other City departments and services? List any spaces or locations that support these interactions.

The Department works with the Engineering Department and Public Works Department on various projects.

4. GROWTH: What aspects of your department or office do you expect to grow or contract in the next five (5) years? 20-30 years? Please project the amount of growth or contraction you expect, in measurable terms if possible (staff, space, etc.).

The Department currently has a need for an additional water operator. I foresee the position being added within the next 5 years.

5. SECURITY: Describe any specific privacy or security requirements to your space(s). Indicate important separations, key characteristics of rooms with specific security requirements.

It is important to the Department that areas are secure for safety. The Department must protect the Town's water supply from attack and vandalism. Areas of the facility have hazards such as open tanks, intermittent operating equipment, and other hazards.

6. TECHNOLOGY: Briefly describe the roles of any specialized technologies in your space(s). Do you anticipate adding any major new technologies in the next five (5) years?

Maybe

7. What are the most significant shortcomings of your current space? Please list them in order of importance to you:

Space for personnel to store their protective and safety equipment

Storage for water and sewer parts and equipment

SPACE + OPERATIONS

8. PERSONNEL: Use the table below to list **all personnel in your department/group** by title, and their workstation space need. For part time positions, indicate approximate number of hours per week. Note specific requirements of the offices or workspaces themselves in the notes column. If necessary, attach a departmental org chart.

ADMINISTRATIVE/OFFICE SPACE				
POSITION/TITLE	QUANTITY	Growth 2030 -2050	FT/PT (hours /wk)	WORK AREA REQUIREMENTS Indicate any specific requirements for work area (filing/storage, space for meeting with visitors, important adjacencies, privacy needs, etc.)

9. ADJACENCY: Please describe any staff within your department/office that should be near one another. Please note if these offices or workstations should be physically adjacent or within sight or hearing distance.

10. FLEXIBLE WORKSTATIONS: Are there any possibilities for unassigned workstations, to be shared by multiple staff who may not need to be physically present, are frequently off-site, or work part time or remotely? Are there any staff for which a physical office dedicated to them is not required?



11. MEETING SPACE: What are meeting space needs for your department? Indicate size of meeting spaces by number of occupants, and approximate frequency of meetings requiring conference space.

MEETING SPACE			
Room	Occupants #	Approx. Room Size L x W/sf	Comments. Indicate features

12. SPECIALIZED/SUPPORT SPACE: What support or specialized spaces are needed for your department/office? For example: Copy/print rooms; specialized work rooms, etc. Please note if any of these can be shared with other departments or offices.

SUPPORT + SPECIALIZED SPACE		
Room (Examples: copy/print room, lab, etc.)	Approx. Room Size L x W/sf	Comments. Sharing potential?



13. STORAGE: List any special storage requirements for your department or group. Indicate exact sizes if possible (room square footage, number of file cabinets, shelving or cabinets, etc.) Please note if any storage is currently stored off-site, or could be in the future.

The Environmental Services Department does not have any space to store equipment and spare parts. The equipment includes: valves, fittings, pipe, pumps, meters, etc. The Department is in the process of designing a 40' by 60' storage garage to store all the Department's equipment and parts.

14. EQUIPMENT: Please list specialized equipment with any special requirements for other than standard 120-volt power supply, the need for special acoustical treatment, special air conditioning requirements, etc. Indicate any other requirements for the equipment that could affect the equipment use, location, etc.

15. VEHICLE SPACE REQUIREMENTS: List requirements for department and personal vehicle parking on the site. Indicate special requirements regarding security, access, etc.

- Should any on-site vehicle maintenance or fueling be accommodated? If yes, please describe.

VEHICLES + PARKING				
Vehicle Type	Quantity	Size L x W x H	Covered/ Enclosed?	Comments

Programming Questionnaire

Project Name: Town of Newmarket - Facilities Master Plan
Project Number: 23-003
Date: 3/27/2023

DEPARTMENT/OFFICE: Planning & Community Development

Prepared by: Bart McDonough, Director

Placework is assisting the Town of Newmarket in planning for the future use of its municipal facilities. During the initial Programming phase, we will develop an understanding of the Town's administrative space needs today and in the future (for the purposes of this study, future planning will consider the next 20-30 years). Your assistance in completing the following questionnaire will be helpful in planning adequately for the future.

Please complete all applicable questions and return to the Town Engineer, Lyndsay Butler, no later than March 24th, 2023. Completed questionnaires can be delivered electronically to LButler@newmarketnh.gov or via interoffice mail to Lyndsay Butler at Newmarket DPW. Upon receipt of your completed questionnaire, Placework will tabulate the results for review, and hold in-person or virtual meetings as required to confirm them. Feel free to attach a separate sheet and/or skip questions that are not pertinent.

GENERAL

1. Describe your mission and the activities/function of your department or office.

The Department of Planning and Community Development's (PCD) purpose is to engage and work with the community members and other stakeholders to envision how the town will evolve from a land use and economic standpoint. As a result, PCD develops and analyses land use policies, reviews development proposals, and facilitates community outreach initiatives.

2. VISITORS: Does your department have on-site visits with the public, including vendors, sales representatives, auditors, regulatory officials, residents, etc.? Are any special building accommodations needed for these meetings? Please describe the nature of meetings with the public (room type, number of visitors, frequency of meetings).

The PCD interacts with the public on-site on a daily basis. Typically, the public visits the office to apply for permits, research property files, or makes inquires into construction standards or land use standards. The space currently used for these types of interactions is inadequate, as the space is narrow and mostly occupied by filing cabinets and other furniture. Ideally, the office would have a small room to host appointments or longer meetings. As of now, these types of meetings are held either within the Planning Director's or Code Enforcement Officer's office.

3. How does your office or department interact with other departments and services? Are there any departments, offices, or spaces that must be adjacent to or nearby your space?

Typically, all communications or interactions are held online or over the phone. Ideally, PCD would be in close proximity with Assessing, Town Clerk, and DPW/Engineering. No office necessarily needs to be close to the PCD office.

4. GROWTH: What aspects of your department or office do you expect to grow or contract in the next five (5) years? 20-30 years? Please project the amount of growth or contraction you expect, in measurable terms if possible (staff, space, etc.).

I foresee the PCD personnel expanding in the next twenty years to include an additional code enforcement officer, a sustainability specialist, a land-use planner, and a data specialist.

5. SECURITY: Are there any specific privacy or security requirements to your space(s)?

No.

6. TECHNOLOGY: Briefly describe the roles of any specialized technologies in your space(s). Do you anticipate adding any major new technologies in the next five (5) years?

The PCD has been looking into purchasing a map plotter and a large screen monitor.

7. EXISTING SPACE: What are the most significant shortcomings of your current space? Please list them in order of importance to you:

1. File space
2. Customer space
3. Meeting space
4. Personnel space

SPACE AND FUNCTION

8. PERSONNEL: Use the table below to list **all personnel in your department/group** by title, and their workstation space need. For part time positions, indicate approximate number of hours per week. Note specific requirements of the offices or workspaces themselves in the notes column. If necessary, attach a departmental org chart.

POSITION/TITLE	QUANTITY	FT/PT (hours /wk)	WORK AREA REQUIREMENTS Indicate any specific requirements for work area (filing/storage, space for meeting with visitors, important adjacencies, privacy needs, etc.)
Bart McDonough, Director	1	40	Meeting with visitors
David Evans, Code Enforcement Officer	1	40	Meeting with visitors
Susan Jordan, Admin Assistant	1	40	Filing/storage/meeting with visitors

9. ADJACENCY: Please describe any staff within your department/office that should be nearby one another. Please note if these offices or workstations should be physically adjacent or within sight or hearing distance.

Ideally, in close proximity, not necessarily adjacent, to DPW/Engineering as we work on various projects together.

10. FLEXIBLE WORKSTATIONS: Are there any possibilities for unassigned workstations, to be shared by multiple staff who may not need to be physically present, are frequently off-site, or work part-time or remotely? Are there any staff for which a physical office dedicated to them is not required?

I think there is a possibility for co-habitation of various departments, especially those offices and personnel that work regularly with development projects.

11. STORAGE: Does your department have any specific storage requirements? Indicate exact sizes if possible (room square footage, number of file cabinets, shelving or cabinets, etc.) Please note if any storage is currently stored off-site, or could be in the future.

Yes. The PCD office requires more filing space. Unsure of the ideal size, but larger than what current exists (201-sq.)

12. SUPPORT SPACES: What support spaces are needed for your department/office? For example: Copy/print rooms; specialized work rooms, etc. Please note if any of these can be shared with other departments or offices.

Meeting room with IT infrastructure (computer / large monitor-projector screen. A dedicated room devoted to maps/plats with an inspection table would be useful as well, but not necessarily obligatory.

13. MEETING SPACE: What are typical conferencing and meeting space needs for your department? Indicate size of conference spaces by number of occupants, and approximate frequency of meetings requiring conference space.

Currently, we use respective staff offices or council chambers. Typical size of persons attending such meetings are between 1-7 persons at an average frequency rate of 3 scheduled meetings per week.

Programming Questionnaire

Project Name: Town of Newmarket - Facilities Master Plan
Project Number: 23-003
Date: 3/24/2023

DEPARTMENT/OFFICE: Public Works/ Fire & Rescue

Prepared by: Rick Malasky

Placework is assisting the Town of Newmarket in planning for the future use of its municipal facilities. During the initial Programming phase, we will develop an understanding of the Town's administrative space needs today and in the future (for the purposes of this study, future planning will consider the next 20-30 years). Your assistance in completing the following questionnaire will be helpful in planning adequately for the future.

Please complete all applicable questions and return to the Town Engineer, Lyndsay Butler no later than March 24th, 2023. Completed questionnaires can be delivered electronically to LButler@newmarketnh.gov or via interoffice mail to Lyndsay Butler at Newmarket DPW. Upon receipt of your completed questionnaire, Placework will tabulate the results for review, and hold in-person or virtual meetings as required to confirm them. Feel free to attach a separate sheet and/or skip questions that are not pertinent.

GENERAL

1. Describe the basic activities/function of your department. If necessary, attach a separate summary.
DPW: We maintain all facilities, parks, roads and infrastructure that is owned and maintained by the town.
FD: Provide emergency services for the town of Newmarket and Newfields.
2. VISITORS: Does your department have on-site visits with the public, including vendors, sales representatives, auditors, regulatory officials, residents, etc.? Are any special building accommodations needed for these meetings? Please describe the nature of meetings with the public (room type, number of visitors, frequency of meetings).

We do have visitors daily for permits and meetings. One to two days per week for meetings.

3. How does your office or department interact with other City departments and services? List any spaces or locations that support these interactions.

The FD training room is utilized by several departments for training events and meetings.

4. GROWTH: What aspects of your department or office do you expect to grow or contract in the next five (5) years? 20-30 years? Please project the amount of growth or contraction you expect, in measurable terms if possible (staff, space, etc.).

FD should grow by 4 employees in next five years. Ten in next 20-30.

DPW 2-4 employees in five years and 6-8 for next 20-30

5. SECURITY: Describe any specific privacy or security requirements to your space(s). Indicate important separations, key characteristics of rooms with specific security requirements.

Key card access is currently partial will be looking to do the entire building.

6. TECHNOLOGY: Briefly describe the roles of any specialized technologies in your space(s). Do you anticipate adding any major new technologies in the next five (5) years?

Unknown.

7. What are the most significant shortcomings of your current space? Please list them in order of importance to you:

We currently don't have any space issues.

SPACE + OPERATIONS

8. PERSONNEL: Use the table below to list **all personnel in your department/group** by title, and their workstation space need. For part time positions, indicate approximate number of hours per week. Note specific requirements of the offices or workspaces themselves in the notes column. If necessary, attach a departmental org chart.

ADMINISTRATIVE/OFFICE SPACE				
POSITION/TITLE	QUANTITY	Growth 2030 -2050	FT/PT (hours /wk)	WORK AREA REQUIREMENTS Indicate any specific requirements for work area (filing/storage, space for meeting with visitors, important adjacencies, privacy needs, etc.)
FD	3	10	FT	
DPW	16	24	FT/se aonal	

9. ADJACENCY: Please describe any staff within your department/office that should be near one another. Please note if these offices or workstations should be physically adjacent or within sight or hearing distance. Director, Engineer and Admin.

10. FLEXIBLE WORKSTATIONS: Are there any possibilities for unassigned workstations, to be shared by multiple staff who may not need to be physically present, are frequently off-site, or work part time or remotely? Are there any staff for which a physical office dedicated to them is not required? Nothing is not assigned currently. What's utilized currently is necessary.

11. MEETING SPACE: What are meeting space needs for your department? Indicate size of meeting spaces by number of occupants, and approximate frequency of meetings requiring conference space.

MEETING SPACE			
Room	Occupants #	Approx. Room Size L x W/sf	Comments. Indicate features
FD Training room	50	23x50	
Conference room	20	22x32	

12. SPECIALIZED/SUPPORT SPACE: What support or specialized spaces are needed for your department/office? For example: Copy/print rooms; specialized work rooms, etc. Please note if any of these can be shared with other departments or offices.

SUPPORT + SPECIALIZED SPACE		
Room (Examples: copy/print room, lab, etc.)	Approx. Room Size L x W/sf	Comments. Sharing potential?
FD break room	17x21	
DPW break room	17x21	
DPW Offices 4	13x17	
FD offices 3	13x16	

13. STORAGE: List any special storage requirements for your department or group. Indicate exact sizes if possible (room square footage, number of file cabinets, shelving or cabinets, etc.) Please note if any storage is currently stored off-site, or could be in the future.

STORAGE		
Room or Material/Item	Approx. Room Size L x W/sf	Comments List types of materials, storage type, security requirements, etc. Offsite or sharing potential?
FD storage 3	16x20	
DPW storage 3	51x17	
DPW storage 1	16x30	

14. EQUIPMENT: Please list specialized equipment with any special requirements for other than standard 120-volt power supply, the need for special acoustical treatment, special air conditioning requirements, etc. Indicate any other requirements for the equipment that could affect the equipment use, location, etc.

IT room

15. VEHICLE SPACE REQUIREMENTS: List requirements for department and personal vehicle parking on the site. Indicate special requirements regarding security, access, etc.

- Should any on-site vehicle maintenance or fueling be accommodated? If yes, please describe.

VEHICLES + PARKING				
Vehicle Type	Quantity	Size L x W x H	Covered/ Enclosed?	Comments
DPW Trucks/equipment	30	300x100	Yes	
FD apparatus	12	80x100	yes	



Programming Questionnaire

Project Name: Town of Newmarket - Facilities Master Plan
Project Number: 23-003
Date: 03/30/2023

DEPARTMENT/OFFICE: Engineering

Prepared by: Lyndsay Butler

Placework is assisting the Town of Newmarket in planning for the future use of its municipal facilities. During the initial Programming phase, we will develop an understanding of the Town's administrative space needs today and in the future (for the purposes of this study, future planning will consider the next 20-30 years). Your assistance in completing the following questionnaire will be helpful in planning adequately for the future.

Please complete all applicable questions and return to the Town Engineer, Lyndsay Butler, no later than March 24th, 2023. Completed questionnaires can be delivered electronically to LButler@newmarketnh.gov or via interoffice mail to Lyndsay Butler at Newmarket DPW. Upon receipt of your completed questionnaire, Placework will tabulate the results for review, and hold in-person or virtual meetings as required to confirm them. Feel free to attach a separate sheet and/or skip questions that are not pertinent.

GENERAL

1. Describe your mission and the activities/function of your department or office.

Engineering is new to the Newmarket municipal organization. As such we don't have an established mission. The primary activities/functions of engineering include managing public infrastructure projects, providing technical review/oversight for consultant engineering services, provide support to other municipal departments as needed.

2. VISITORS: Does your department have on-site visits with the public, including vendors, sales representatives, auditors, regulatory officials, residents, etc.? Are any special building accommodations needed for these meetings? Please describe the nature of meetings with the public (room type, number of visitors, frequency of meetings).

In my short time here, we haven't had any visitors form the public. Consultants, project partners, and state/federal agency

representatives have visited for project related meetings. These meetings typically have 5 to 15 attendees and have taken place at DPW, either in the small conference room (where we have our file storage) or in the Fire & Rescue training room.

3. How does your office or department interact with other departments and services? Are there any departments, offices, or spaces that must be adjacent to or nearby your space?

I work most closely with DPW, Environmental Services, and Planning & Community Development staff. The DPW/F&R administrative assistant also supports Engineering. For now, it makes sense for Engineering to be located with DPW. If that changes in the future, Engineering should be in close proximity to DPW, Environmental Services and/ or Planning & Community Development.

I interact with the Town Manager, Town Clerk, Finance & Administration, Media Services, Recreation and Police Department regularly, but do not need to be located in close proximity to those departments.

4. GROWTH: What aspects of your department or office do you expect to grow or contract in the next five (5) years? 20-30 years? Please project the amount of growth or contraction you expect, in measurable terms if possible (staff, space, etc.).

I don't expect much growth in Engineering within the next 5 years. I expect to be working to establish/define the Town Engineer's role. I hope that within the next 10 years we may be adding additional engineering staff, like 1 FT junior engineer and maybe 2 engineering interns.

5. SECURITY: Are there any specific privacy or security requirements to your space(s)?

No.

6. TECHNOLOGY: Briefly describe the roles of any specialized technologies in your space(s). Do you anticipate adding any major new technologies in the next five (5) years?

I rely heavily on technology to conduct much of the work that I do. I have a nice workspace with laptop and dual monitors, access to the software and programs that I need, and the ability to work remotely. I would like to have large scale color plotting/scanning capabilities. I expect that the Town will get a plotter in the near future as other departments have expressed a need for this as well. I do not need a plotter in my immediate workspace, but access to a shared location for use would suffice.

7. EXISTING SPACE: What are the most significant shortcomings of your current space? Please list them in order of importance to you:

Currently the only shortcoming of my current space is that I don't have a window or a large scale color plotter/scanner.

SPACE AND FUNCTION

8. PERSONNEL: Use the table below to list **all personnel in your department/group** by title, and their workstation space need. For part time positions, indicate approximate number of hours per week. Note specific requirements of the offices or workspaces themselves in the notes column. If necessary, attach a departmental org chart.

POSITION/TITLE	QUANTITY	FT/PT (hours /wk)	WORK AREA REQUIREMENTS Indicate any specific requirements for work area (filing/storage, space for meeting with visitors, important adjacencies, privacy needs, etc.)
Town Engineer	1	FT	Private workspace for quiet while working and privacy for small group meetings, access to internet/network, access to meeting spaces (large and small), access to file storage areas, adjacency to DPW, ES, and/or PCD.

9. ADJACENCY: Please describe any staff within your department/office that should be nearby one another. Please note if these offices or workstations should be physically adjacent or within sight or hearing distance.

N/A

10. FLEXIBLE WORKSTATIONS: Are there any possibilities for unassigned workstations, to be shared by multiple staff who may not need to be physically present, are frequently off-site, or work part-time or remotely? Are there any staff for which a physical office dedicated to them is not required?

N/A

11. STORAGE: Does your department have any specific storage requirements? Indicate exact sizes if possible (room square footage, number of file cabinets, shelving or cabinets, etc.) Please note if any storage is currently stored off-site, or could be in the future.

Currently I store Engineering files electronically. We have records/files at DPW that includes as-built plans from municipal

projects and engineering studies/plans. Many of the files I would want/need to store are housed under DPW, ES, or PCD.

12. SUPPORT SPACES: What support spaces are needed for your department/office? For example: Copy/print rooms; specialized work rooms, etc. Please note if any of these can be shared with other departments or offices.

I need access to copy/print space, ideally including a plotter. This can be space shared with other departments.

13. MEETING SPACE: What are typical conferencing and meeting space needs for your department? Indicate size of conference spaces by number of occupants, and approximate frequency of meetings requiring conference space.

A small meeting space for 2-5 attendees, my current office space is big enough for this.

A small conference room space for 5-10 attendees.

A large conference room/training room space for 10-50 attendees.

Programming Questionnaire

Project Name: Town of Newmarket – Facilities Master Plan

Project Number: 23-003

Placework is assisting the Town of Newmarket in planning for the future use of its municipal facilities. During the initial Programming phase, we will develop an understanding of the Town’s administrative space needs today and in the future (for the purposes of this study, future planning will consider the next 20-30 years). Your assistance in completing the following questionnaire will be helpful in planning adequately for the future.

Please complete all applicable questions and return to the Town Engineer, Lyndsay Butler no later than March 24th, 2023. Completed questionnaires can be delivered electronically to LButler@newmarketnh.gov or via interoffice mail to Lyndsay Butler at Newmarket DPW. Upon receipt of your completed questionnaire, Placework will tabulate the results for review, and hold in-person or virtual meetings as required to confirm them. Feel free to attach a separate sheet and/or skip questions that are not pertinent.

GENERAL

1. Describe your mission and the activities/function of your department or office.

Our Mission

The Newmarket Public Library promotes knowledge and understanding in the Newmarket community by providing resources that inform, connect, and entertain, in a warm and welcoming environment that is open to all.

Our Vision

The Newmarket Public Library has many services designed to enrich the lives of residents. Our book and media collections educate and entertain. Our facility provides a safe space to study, relax, and meet and talk. Our public events and our online and electronic services connect our community with the world at large. All Newmarket residents can access library resources for free.

Our Values

Our values align with the American Library Association’s Core Values of Librarianship, which are based on the ALA’s Freedom to Read Statement and Library Bill of Rights. These statements can be accessed at the ALA’s website at: <http://www.ala.org/advocacy/intfreedom/corevalues>

2. VISITORS: Does your department have on-site visits with the public, including vendors, sales representatives, auditors, regulatory officials, residents, etc.? Are any special building accommodations needed for these meetings? Please describe the nature of meetings with the public (room type, number of visitors, frequency of meetings).

As a public library, we are open for any member of the public to walk in at any moment we are open for business (six days a week). The library averages between 200-300 visitors each day. We offer a variety of programs for patrons of all ages to attend, as well as a public space to access information, socialize, read, work, etc. We need to be accessible to peoples of all abilities and needs. A space study would go a long way towards assessing how we can ensure we are meeting those accessibility needs.

3. How does your office or department interact with other departments and services? Are there any departments, offices, or spaces that must be adjacent to or nearby your space?

We occasionally collaborate on events for the town, visit town hall at least weekly for interoffice mail etc. Other town departments are located closely enough for our purposes.

4. GROWTH: What aspects of your department or office do you expect to grow or contract in the next five (5) years? 20-30 years? Please project the amount of growth or contraction you expect, in measurable terms if possible (staff, space, etc.).

Our patronage is growing rapidly, we saw an increase in library card memberships of 50% last year alone. Our programs are well attended and foot traffic is substantial. We will have three full time staff members as of July. Considering our rate of growth and patron demand from new residents and young families, we foresee the potential to add another full time staff member and 2 more part time workers over the next 20 or so years. The need for flexible spaces will only connote to increase, being able to use spaces for different tasks at different times. The demand for digital resources will continue to increase, but the need to use our physical space remains.

5. SECURITY: Are there any specific privacy or security requirements to your space(s) or portions of the library collection? Indicate important separations, key characteristics of rooms with specific security requirements.

No.

6. EXISTING SPACE: What are the most significant shortcomings of your current space? Please list them in order of importance to you:

We have a substantial need for flexible spaces. We need to run community events, regular library programming of all kinds, host tutors, independent workers, study groups, groups socializing, etc. Our current setup is outdated and inaccessible in many ways. The staff office spaces/workspaces are not sufficient in size and setup for our staff to complete the tasks they need to do. Our small meeting room could be used for a staff space. Our teen space is not dynamic for use, lacks appeal and distinction. Teens need their own space.

SPACE AND FUNCTION

7. PERSONNEL: Use the table below to list all personnel in your department/group by title, and their workstation space need. For part time positions, indicate approximate number of hours per week. Note specific requirements of the offices or workspaces themselves in the notes column. If necessary, attach a departmental org chart.

POSITION/TITLE	QUANTITY	FT/PT (hours/wk)	WORK AREA REQUIREMENTS Indicate any specific requirements for work area (filing/storage, space for meeting with visitors, important adjacencies, privacy needs, etc.)
Director	1	FT 40	Filing, storage, meeting space, privacy, work station
Senior Librarian	2	1 FT @ 40 1 PT @ 20	

Library Assistant	4	All PT 25, 6, 8, 12	
Children's Librarian	1	PT (until July) 15 then 40	Transition to full time will bring increased demand for own space

8. **ADJACENCY:** Please describe any staff within your department/office that should be nearby one another. Please note if these offices or workstations should be physically adjacent or within sight or hearing distance.
No need.
9. **FLEXIBLE WORKSTATIONS:** Are there any possibilities for unassigned workstations to be shared by multiple staff who may not need to be physically present, are frequently off-site, or work part-time or remotely? Are there any staff for which a physical office dedicated to them is not required?
We already share multiple workstations. The director is the only one with a dedicated office. Our two senior librarians have an office with two workstations in theory, but these workstations and this space is also utilized by the rest of the staff, who have no dedicated workspaces.
10. **STORAGE:** Aside from collections storage (addressed below), does your department have any specific storage requirements? Indicate exact sizes if possible (room square footage, number of file cabinets, shelving or cabinets, etc.)
Finally there is a complete lack of storage.
11. **SUPPORT SPACES:** What support spaces are needed for your department/office? For example: Copy/print rooms; specialized work rooms, etc. Please note if any of these can be shared with other departments or offices.
The main work area is also used for lunches and breaks since there is no staff break room. We could convert our small meeting room to a staff space with two workstations. It is not currently being utilized by the public.
12. **MEETING SPACE:** What are typical conferencing and meeting space needs for your department? Indicate size of conference spaces by number of occupants, and approximate frequency of meetings requiring conference space.
Our meeting room can hold 65 people. As our meeting space (and majority of building) is available to public use, it is difficult to quantify this. We hold library programs of varying sizes and the public can book our space, or just pop in and use it spontaneously.
Public seating throughout the library is at a minimum.
13. **LIBRARY COLLECTION:** Please characterize the existing library collection. Provide metrics for number of volumes (by section if possible), shelving quantity, or other information as it is available. Is the collection (or portions of the collection) expected to expand or contract in the next 20-30 years?

Some parts of our collection will expand, while others will contract. As availability of digital resources increases, our audiobook and DVD collection will shrink. We are seeing an increased demand for children's books (picture books, early readers), and adult fiction. Those collections will continue to expand. There is a large increased demand for activity spaces, and our play space is quickly becoming well-loved and used. Further expansion on this and for a teen space are envisioned.

There is a shortage of collection space. The bookshelves are as high as they can go. Since the aisles are at the minimum ADA requirement no additional shelving can be added.

14. OFF-SITE STORAGE: Are there any portions of the collection or other items currently stored off-site?

No

15. SECURITY: Are there any portions of the collection with special handling or security requirements?

No.

16. LIBRARY PROGRAMS: Briefly describe the types of programs currently offered at the library. Are program offerings expected to change significantly in the future? Is there a particular focus on any specific type of program?

Weekly Programs: Storytimes, Baby Group, Craft Group

Monthly Programs: Book Club, Teen Advisory Board, Saturday Storytime, Lego Club. We have at least one additional special adult program and special children's program per month. We would like to add more programming that is intergenerational.

In the summertime we have extra activities along with the Summer Reading Program. We include passive and drop in activities as well, such as STEM programs, craft programs, scavenger hunts, etc. We need additional space for these activities.

17. TECHNOLOGY: Please describe the role of technology at the library? Does the library require specialized technology such as video conferencing / presentation or other capabilities?

We do virtual programming as well as events in the library that utilize technology such as a projector. We have computers available to the public as well as a copier/printer/scanner. Staff may need specialized equipment in the future as demand for different programming increases.

Programming Questionnaire

Project Name: Town of Newmarket - Facilities Master Plan
Project Number: 23-003
Date: 03/24/2023

DEPARTMENT/OFFICE: Recreation

Prepared by: Aimee Gigandet

Placework is assisting the Town of Newmarket in planning for the future use of its municipal facilities. During the initial Programming phase, we will develop an understanding of the Town's administrative space needs today and in the future (for the purposes of this study, future planning will consider the next 20-30 years). Your assistance in completing the following questionnaire will be helpful in planning adequately for the future.

Please complete all applicable questions and return to the Town Engineer, Lyndsay Butler, no later than March 24th, 2023. Completed questionnaires can be delivered electronically to LButler@newmarketnh.gov or via interoffice mail to Lyndsay Butler at Newmarket DPW. Upon receipt of your completed questionnaire, Placework will tabulate the results for review, and hold in-person or virtual meetings as required to confirm them. Feel free to attach a separate sheet and/or skip questions that are not pertinent.

GENERAL

1. Describe your mission and the activities/function of your department or office.

Formal Mission Short Statement:

Our mission is offer recreational experiences which promote feeling happy and healthy develop a sense of community and enhance the overall quality of life in Newmarket.

Formal extended..

Newmarket Recreation Department takes pride in making connections with people, community, and nature by way of the many recreation activities, programs, events we offer to the public and in the park and facilities we manage. In doing so, Newmarket Recreation strives to offer a variety of recreational experiences to all members of the Newmarket Community. Our goal is to continue to expand our footprint of leisure opportunities that we offer each year all within an inclusive recreational culture that works for everyone in our community.

Informal Mission statement

We create wicked fun experiences to show our community that recreation is a life priority.

Vision Statement

Support the Rec, Create Community (also used as our tag line)

Values

- Lead with Heart
- Play with Passion
- Explore Personal Growth
- We RECognize You

2. VISITORS: Does your department have on-site visits with the public, including vendors, sales representatives, auditors, regulatory officials, residents, etc.? Are any special building accommodations needed for these meetings? Please describe the nature of meetings with the public (room type, number of visitors, frequency of meetings).

- **Frequent Visitors:** Our most frequent visitors are our residents and non-residents who attend our events and register for our programs. We also get visitors who stop in and are looking to tour the facility or coming in to inquire about the services we offer. These type visitors come to both the Rec Center (Community Center) and the Sunrise Sunset Senior Center. It should be noted that when the Rec Center hosts afterschool or evening programs the parents typically stay in the Rec Center, leaving the hallways more crowded than normal.
- **Local Organizations:** We have many local organizations who consistently use our facilities for meeting space or for other purposes.
 - **Types of organizations:** The Cub Scouts, the NYAA, Project Graduation, The Girl Scouts, Local theatre groups, and more.
 - **Frequency:** Most local organizations use the facility on a weekly and bi-weekly or monthly basis for meetings. Sometimes they will reserve a date to run a special event (i.e. Boy Scouts Pine Wood Derby.)
 - **Size of Space:** Typically these groups are looking for a medium sized space with tables, chairs and a white board. Groups like the Girl Scouts and the Boy Scouts need more space, and at times require more tables and chairs to accommodate the amount of participants they have.

3. **How does your office or department interact with other departments and services? Are there any departments, offices, or spaces that must be adjacent to or nearby your space?**

- **Public Works:** The Rec works very closely with the Public Works Department in regards to all maintenance and up keep of facilities and parks the Rec is in charge of managing. We are in constant communication with the Buildings and Grounds Manager when dealing with Rec needs and the needs of the public or other local organizations.
- **Finance:** The Rec also works closely with the finance department. All deposits and monies received go through the town clerk and finance department.
- **Human Resources:** The Rec also works closely with the HR Department. We currently have 4 FT Employees, 2 Permanent Part-time Employees, and many PT employees/instructors/coaches throughout the year. During the summer we hire up to 40 seasonal employees.
- **Library:** At times the Rec collaborates with the Library on events and programs.
- **SAU 31:** The Rec has a good relationship SAU 31 and works closely with both schools in terms of pick-up after school for Rec programs and use of their facilities (gymnasium) during the summer for our summer camp program and the use of their facilities for indoor adult programming during the winter. Although, it should be noted that we do not get as much access to these facilities as we would like and need, especially during the summer on inclement weather days. This is primarily due to the constant demand of the school's needs for gymnasium space.

The following Newmarket Organizations request use of the following facilities on a regular and seasonal basis:

ATHLETIC & SPORTS:

- **Newmarket Youth Athletic Association:** All field use reservations, which includes Beanie Howcroft Fields and Leo Landroche Field Complex and meeting needs.
- **Newmarket SAU31:** All Leo Landroche field use reservations.
- **Newmarket Men's Softball:** All Leo Landroche Field use and meeting needs
- **Newmarket Women's Softball:** Both Beanie Howcroft and Leo Landroche.

FACILITY SPACE NEEDS:

- **The Boy Scouts:** The Rec Center and Beech Street Center Meetings Needs
- **The Girl Scouts:** The Rec Center and Beech Street for Meeting needs
- **The Lions Club:** The Rec Center for monthly meetings
- **Project Graduation:** The Rec Center for monthly meetings

- End 68 Hours of Hunger: Uses the Beech Street Center for assembly of Food bags and storage.
- RSVP: Actively involved at the Sunrise Sunset Center
- Rockingham Nutrition MOW: Leases space at the Sunrise Sunset Center

4. **GROWTH:** What aspects of your department or office do you expect to grow or contract in the next five (5) years? 20-30 years? Please project the amount of growth or contraction you expect, in measurable terms if possible (staff, space, etc.).

Anticipated NEW Facilities/Parks due to public interests and demands following trends in the industry for the next 10 to 15 years

The Recreation Department runs programs both inside and outside at the Rec Center and the Sunrise Sunset Senior Activity Center.

As the town grows in population, consequentially the Rec Department's needs grows to meet the demand for more indoor and outdoor recreational activity space. Our approx. 1500 sq.ft. multipurpose room at the Rec Center is over used for multiple programs including sports, after school activities and group meetings. The room is spacious enough for about 40 kids playing quiet indoor games during the school year, however the space is not adequate for running larger play activities during inclement weather and/or during our summer camp program of 200 + kids. We also lack large activity space during the winter months for youth and adult recreation programs, like pickle ball, basketball, etc.

Next 5 years:

- **Gymnasium (PHASE 3 Completion) at Rec Center:**
We are ideally looking to complete "phase 3" of the original community center plan and add a full size gymnasium. The addition of a gym would allow us to; have adequate indoor space for rainy summer camp days, expand our aftercare programming, expand sport programs for both children and adults, rentals and parties, potential voting location, be able to provide a larger temporary shelter in times of emergency. With this addition we would like to include more efficient storage space, a walking track, bathrooms, small office/reception area, plus, one extra meeting/classroom space.
- **Indoor Wellness Facility** (potentially via updating Beech Street facility)
- **Outdoor Pickle Ball Courts**
- **Outdoor Basketball Court**
- **Repurpose Fenced-in Playground to create Dog Park** (possible location: old fenced-in playground on Elm Street where playground is no longer up to code)
- **NEW Playground & Public Park** - location TBA - this is to replace old playground located on Elm Street.
- **Renovate existing outdoor Volleyball Court**
- **Covered Outdoor Patio extension at Sunrise Sunset Center**
- **Expand storage areas at the Sunrise Sunset Center**

5 to 10 years:

- **Update and extend size of outdoor gazebo** or build a larger sheltered structure in another location on the property.

- **NEW Skateboard Park and/or Pump Track:** to replace old Skate Park removed in 2021 location TBA
- **Acquire and build additional athletic fields** - Location TBA
- **More D.E.I.** recreation expansion to existing recreation opportunities or new opportunities.
- Needed improvements to Beanie Howcroft infield
- Needed improvements to Leo Landroche Turf/Fields
- **Increase parking capacity** near the Sunrise Sunset Center
- Various Rec Center/Community Center upgrades
- Improve the efficiency of parking the Rec Center
- Revamp / re purpose / renovate outdoor storage sheds

Based on the above - we anticipate the following staffing needs:

- FT Onsite Afterschool Supervisor/Summer Camp Director
- Rec Center Night Manager
- Various Part-time positions associated with additions
- Sunrise Sunset Center Assistant Site Manager
- PT Maintenance Crew

Next 10+ Years:

- Updating Playground on Leo Landroche
- Splash Pad updates or expansion of water (built in 2021)
- Outdoor Volleyball Court to replace old one that was removed to complete Phase 3
- Fitness Path Location TBA
- Upgrade or build larger gazebo for Outdoor Rentals
- Accessible Bike Trails
- Additional Playground in Residential Area
- Nature Playground base: Disc Park or Rope Course

20-30 years thoughts

- Update of all recreational facilities to meet current trends (technology advancements, environmental changes, governing bodies)
- More shade structures (perhaps due to climate changes?)
- More water access locations or cooling stations (also due to climate changes?)
- More communal gathering places (perhaps due to population expansion)
- Expanded D.E.I. recreation opportunities
- Cross Cultural Recreation (both passive and non-passive)
- Eco Friendly Recreation projects (i.e. water retention)
- More emphasizes on conservation preservation projects (i.e. pollination of flowers, protection of wildlife when creating new recreation opportunities, preserving habitats, tree plantings, etc.
- Hover Craft Skateboard Park? Couldn't resist. ☺

5. **SECURITY:** Are there any specific privacy or security requirements to your space(s)?

Current:

- **Motion Detectors:** At the end of the day it is the Rec Staff responsibility to turn on the motion detectors at the Rec Center for security purposes. The alarm will go off if anyone breaches the areas in which the detectors are located. The front office enclosed reception area being the area of most concern.
- **Money Safe:** At the end of each day the Rec staff put away the money drawers in the safe. The safe needs to be in a place that is accessible to administrative staff, hidden from public view and access, under motion detector surveillance, and behind locked doors (within Rec Director's office)
- **Security Cameras:** The Rec Center has multiple surveillance cameras around the Rec Center building as well as the parking lots and Aqua Land Splash Pad. This has helped us tremendously with keeping the grounds safe and clean.
- **Silent Alarm - Emergency Button:** Under the front desk (greeting area) we have a hidden silent alarm that will directly notify the police in cases of emergencies.

Future Needs or installation requirements:

- **Public Front Door Security Accesses:** In the future we are looking to add some sort of security to the front doors of our public recreation facilities to better protect the staff and program participants as school systems do.
- **Broadcast System** for Leo Landroche Complex in cases of emergencies and the need to notify the public or our Summer Camp participants and staff immediately,

6. **TECHNOLOGY:** Briefly describe the roles of any specialized technologies in your space(s). Do you anticipate adding any major new technologies in the next five (5) years?

Current:

- **Display Screen:** Rec Center Reception Area (similar to town hall)
- **Computers Stations** for all FT Work Stations and some part-time and front desk registration stations, shared laptop, Rec Director Laptop.
- **Security Cameras** as mentioned under Security
- **Ipad**
- **Cell phone**
- **Motion Detector**
- **Copy Machines/Printers, Fax, Grandstream Phones System**

Future Needs:

- **Broadcast system** to the Leo Landroche complex
- **Upgraded Payment System** for Splash Pad Concessions
- **Virtual lock/ Rental system** at Kayak locations
- **Display screen** indoor gymnasium reception area
- **Display screen** for indoor wellness facility
- **Digital reader board** at Aqua Land splash pad facility
- **Extended Wi-Fi access** (recreation complex, gymnasium)
- **Upgrade sunrise sunset Wi-Fi**
- **Security Cameras** at Beanie Howcroft
- **Touchless Mobile Entry for Rental Space Access**
- **Keyless automatic locking system for public restrooms**

7. **EXISTING SPACE:** What are the most significant shortcomings of your current space? Please list them in order of importance to you:

Rec Center/Community Center:

- **Need a larger indoor recreation space (gymnasium size) See next five year plan**
- **Ancillary Space:** We have outgrown our current facility in regards to activity/program space/classrooms. We try to adapt when necessary, unfortunately at times we have had to turn away potential programs due to not having enough additional function space to meet the needs of the program.
- **Storage Space:** This is an area where we have had to adapt the most. We currently utilize outdoor sheds, as well as, have to rent a 20' page street storage container each month. We even have had to convert former office spaces into storage rooms.
- **Quiet Wellness Program Space:** Currently the Rec Center is too busy and/or loud with kids programs to run any type of quiet health and wellness type programs for senior or adults. **See next 5 year plan**

Sunrise Sunset Center:

- **Storage Space:** This is definitely an issue. We are currently using a very small crawl space in the attic which has now overflowed to the reception area.
- **Parking:** There are not enough parking spaces to accommodate our seniors during large functions or events.
- **Wellness Program Space:** Currently there is one large room to hold all programs and events. It is also shared with MOW during the lunch congregate. For example, between Bingo and Yoga or low key fitness programs the room needs to set-up and broken down daily and sometimes several times in the day depending on the activity that is going on. The majority of the activities run at the center use chairs and tables, however, when the low key wellness programs occur the room has to be cleared to allow for the required space needed to run these type of wellness programs.
- **Private Meeting space:** Currently there is very little private meeting space at the Senior Center. The foot clinic is taking place in one of the restrooms. Our Site Director does not have a private location on site to conduct any type of private meeting with her patrons which is sometime necessary. To work around this she holds these meeting very early or late in the day when most participants have left for the day. At time she will use her office, but her office is very small.
- **Beech Street Building:** (former senior center) In order to make this facility aesthetically pleasing and more user friendly for recreation or additional wellness facility, the following needs to be upgraded:
 - o Replace existing floor in main room. The current floor is dated laminate with huge crack in main room, along with an updated HVAC System.
 - o Replace entry door with an updated ADA reception like door

- o Update kitchen and utility Room and function room equipment (i.e. tables and chairs)

Beanie Howcroft Fields:

- Upgrade or build new athletic storage building

Leo Landroche Field Complex:

- Round House: Renovate or possibly repurpose
- Outdoor Gazebo: Needs facelift, maybe extend to allow for larger groups

SPACE AND FUNCTION

8. PERSONNEL: Use the table below to list all personnel in your department/group by title, and their workstation space need. For part time positions, indicate approximate number of hours per week. Note specific requirements of the offices or workspaces themselves in the notes column. If necessary, attach a departmental org chart.

POSITION/TITLE	QUANTITY	FT/PT (hours/wk)	WORK AREA REQUIREMENTS Indicate any specific requirements for work area (filing/storage, space for meeting with visitors, important adjacencies, privacy needs, etc.)
Recreation Director	1	FT	Private Office near other Admin Staff for on ongoing supervision and communication. Meeting Space, Filing Space, Record Storage, Secured Safe. Access to various support Spaces nearby
Assistant Rec Director	1	FT	Private or Semi Private Office near Office Management Area Staffing, Filing Space, Meeting Space, Access to various support Spaces nearby
Senior Center Site Director	1	FT	Private Office near Reception Desk and Area. Meeting Space, Filing Space, Secured Safe. Access to various support stations nearby
Recreation Manager	1	FT	Private or Semi Private office near Office Management/Sports Facilities, Filing Space, Meeting Space. Access to various Supports Spaces nearby
Front Desk / Community Collaboration Coordinator (currently combined position)	1 or 2	PT 25/wk	Front Desk Reception Desk - visible to public comings and goings. Security Button, Secured Cash Drawer, Cameras, Access to various support spaces nearby
Preschool & Program Instructor	1	PT 30/wk	Office space or Office Space/desk in the classroom. Access to various support spaces nearby
Afterschool Care and Summer Camp Director. This can be two positions or one combined position	2 or 1	School year 25 hrs / Seasonal 40 hours 8 wks	Private Office for meetings or to handle disciplinary/behavior issues. Access to various support spaces nearby. Filing Space.
Part Time Program Instructors, Interns, Coaches, Seasonal Staff, Volunteers,	8	Seasonal or School Year	Community Office Space for planning, filing space, Access to work station nearby.

9. **ADJACENCY:** Please describe any staff within your department/office that should be nearby one another. Please note if these offices or workstations should be physically adjacent or within sight or hearing distance.

- **Director, Assistant Director & Rec Manager** all work closely together. Within sight or hearing distance is preferred as the need for constant communication is vital many decisions are in the moment and made on daily basis. Also having close proximity allows for the ability to back each other up if one is out of the office in regards to supervision, phone calls, etc.
- **Front Desk & Office Manager** (Currently Asst. Director / Shared with Rec Manager) should be within sight and near each other as all Front Desk personnel generally report to these 2 positions. Also needed for covering desk when Front Desk has stepped away or not being manned due to low traffic flow. Also for security reasons.
- **Rec Manager & Afterschool/Summer Camp Administrator** need not be near as the Afterschool and Summer Camp Director is mostly in direct Service during the day. However, as the Rec Manager supervises the Afterschool/Summer Camp Staff they would benefit by having nearby offices.
- **Senior Center Director & Senior Receptionist** should be near each other for coverage and to allow for constant flow of communication.

10. **FLEXIBLE WORKSTATIONS:** Are there any possibilities for unassigned workstations, to be shared by multiple staff who may not need to be physically present, are frequently off-site, or work part-time or remotely? Are there any staff for which a physical office dedicated to them is not required?

Current:

- Various Program Instructors, Interns, Volunteers, Sumer Camp Administrative staff, etc. currently work in shared work stations. In most cases this can happen due to various hours or days they are working or due to seasonal programs. We are currently short in available work stations during our busy times or seasons and have had to adapt. In many cases these employees bring in their own computers and go into an empty meeting room and work from there.
- All reception or Front Desk personnel positions can work in a shared Work Stations. Areas where this occurs, Sunrise Sunset Center and The Rec Center. Future Areas would be Phase 3 Indoor Gym and the Wellness Center.

Future Expansion:

- Night manager/s (should we end up hiring one) could work in a shared work station
- Maintenance staff can work in a shared work station (should the need arise)

11. **STORAGE:** Does your department have any specific storage requirements? Indicate exact sizes if possible (room square footage, number of file cabinets, shelving or cabinets, etc.) Please note if any storage is currently stored off-site, or could be in the future.

Outdoor Sheds near Rec Center:

- **Outdoor Ed Equipment Shed:** ~800 square feet. Shelves lining the walls, there is an "attic" area that is roughly 2/3rds of the length of the building.
- **Prop shed:** ~144 square feet, shelving on one side.
- **Page street storage container:** ~304 square feet

Storage within the Rec Center:

- **Multipurpose B:** ~256 square feet
- **Game Equipment Room:** ~97 square feet, shelving units
- **Special Event Room:** ~148 square feet, shelving units align each wall.
- **Kitchen Closet:** ~93.5 square feet
- **Art & Crafts Closet:** ~67.5 square feet

Sunrise Sunset Center:

- **Crawl space** in attic: ~99 square feet
- **Closet:** ~55 square feet
- Currently using reception area for over flow storage needs.

Storage within Beech Street Facility:

- **Storage Closet:** ~204 square feet
- **Coat Rack Area:** Shelving in entry way

Concession Stand at Aqua Land Facility

- Used as storage space in the winter months to store golf cart and other misc. summer equipment.

12. **SUPPORT SPACES:** What support spaces are needed for your department/office? For example: Copy/print rooms; specialized work rooms, etc. Please note if any of these can be shared with other departments or offices.

Specialized rooms:

- **Summer Camp Office:** The office is used seasonally as a space for the Summer Camp staff to plan special events, store their fanny packs, organize first aid supplies,
- **Conference Room:** (currently we use a classroom for this) A space for monthly meetings for the Rec full time staff as well as other meetings with heads of organizations to discuss collaborations and sponsorships.
- **Staging Room:** (currently we use the conference room for this) the staging room is needed for pre-event set-up and prep for next special event. i.e. Easter Event, Backyard Bash, Halloween Haunt, Holiday Party, etc.
- **Preschool Playgroup room/office:** Currently our preschool playgroup room is big enough for 1-2 teachers and 8-11 students. The office connected to this room is now being used for as a storage closet but an office could be useful.
- **Dance Room:** With our blooming dance programs the dance classroom is necessary for all programs, and they are expanding each year.

Support Stations or Rooms:

- **Arts + Crafts Closet:** A designated area for all arts and crafts supplies for After School, Preschool and Summer Camp Programs.
- **Copy/print work station:** This area within the Fishbowl office area is required for most all employees to complete their jobs. This does not apply to seasonal summer camp counselors or support staff.
- **Shared storage locations:** this includes: Special Events boxes/props, games storage room, the kitchen closet and more for storage that runs the other programs at the Rec.

13. **MEETING SPACE:** What are typical conferencing and meeting space needs for your department? Indicate size of conference spaces by number of occupants, and approximate frequency of meetings requiring conference space.

- **Monthly Full Time Staff Meetings:** The Rec Department typically has monthly staff meetings with 5 or so full time and part time staff members. One conference table, chairs and a white board is what is needed to conduct the meetings.
- **Summer Camp Staff Meetings:** During the summer the camp staff will have daily meetings at the end of each day with the 40 or so staff members, typically these are quick meetings but a much larger space is required to conduct these meetings. Tables and chairs are required to be set up in the multipurpose room when the camp staff is in training.
- **One-on-One Meetings / Interviews:** Both the Rec Center and the Sunrise Sunset Center need a private or semi-private meeting space/room to conduct small one-on-one meetings, interviews, and/or to discuss private business. i.e. at the request of a patron, disciplinary discussions with employees, etc.

TABULAR PROGRAM

THIS PAGE INTENTIONALLY LEFT BLANK

Departmental Program - Executive Summary

5/12/2023

Space Designation		Space Need		Existing Space	Notes
ID	Department	2023 NEED	2040 NEED		
	OTHER DEPARTMENTS (Not at Town Hall)				
1	POLICE	8,653	10,767	5,669	
2	DPW/FIRE & RESCUE	49,339	49,563	49,321	existing area includes 3rd floor
	SUBTOTAL DPW/PUBLIC SAFETY	57,992	60,330	54,990	GSF
3	RECREATION	21,512	21,512	UNKNOWN	
4	ENVIRONMENTAL SERVICES	4,319	4,504	UNKNOWN	
5	LIBRARY	8,665	9,297	11,705	GSF. Existing space includes basement
	TOWN HALL				
	DEPARTMENTAL SPACE				
6	TOWN MANAGER	810	1,391	893	
7	FINANCE + ADMINISTRATION	1,220	1,220	856	
8	SAU 31 - SCHOOL DEPT	2,244	2,310	2,481	
9	TOWN CLERK/TAX COLLECTOR	894	894	899	
10	PLANNING + COMMUNITY DEVELOPMENT	924	1,188	821	
11	MEDIA SERVICES	621	1,166	382	
12	WELFARE	0	100	0	assumed
	SUBTOTAL Departmental	6,713	8,269	6,332	not including building circulation
	NON-DEPARTMENTAL SPACE				
13	COMMON/SHARED	4,640	4,640	3,904	
	SUBTOTAL Non-Departmental	4,640	4,640	3,904	
	TOWN HALL - SUBTOTAL NET ASSIGNABLE	11,353	12,909	10,236	
	Building Grossing Factor	30%	30%	62%	Multiplier is 30% rule of thumb for the "Need" column, vs. calculated actual value for "Existing" column
	TOWN HALL - TOTAL GROSS SQUARE FOOTAGE	14,759	16,782	16,494	*Existing GSF

MEETING SPACE						
Training Room/EOC/Public Meeting Room				880	880	Currently use FD space, problematic to be offsite. Need on site training/ presentations to public. Current conference room too small to fit more than PD personnel, not ADA compliant. PD only building with 24 hours access. EOC + Dispatch ideal at PD. Typical configuration: tables/chairs capacity 40, standing room 75. Using sf for 40 occupants tables/chairs
Large Meeting Room Storage	100	1	1	100	100	
Large Meeting Room Kitchenette	60	1	1	60	60	
Interview Room - near Booking	80	1	1	80	80	Observation window if possible, usually done with technology (camera)
Interview Rooms - near public area	80	2	2	160	160	Larger meeting room for families, near public area. ALL meeting rooms: soundproofing mandatory, recording capability. Typical meeting: 4-6 plus 2 officers. Using sf for 7 occ
Meeting/Interview Room - near public area	154	1	1	154	154	

Meeting Space Subtotal **1,434** **1,434**

OTHER DEPARTMENTAL/SPECIALIZED SPACE:						
Administration						
Copy/Print/Supply Alcove	60	1	1	60	60	
Files Storage - Administrative/Records	600	1	1	600	600	Estimated, 20x30. Combined storage space for Administration and other departments within PD

Administration Subtotal **660** **660**

Patrol/Operations						
Patrol Workstations						see above
Copy/Print Room	60			0	0	Shared with Admin - not counted
Patrol Work Area Files Storage	20	1	1	20	20	File cabinets in Patrol Work Area
Armory	80	1	1	80	80	secured storage
Ammunitions Storage	40	1	1	40	40	secured storage
Quartermaster Supply Storage	200	1	1	200	200	uniforms, equipment, etc.
Small Interview/Briefing Room	110	-	-			see meeting space above

Patrol/Operations Subtotal **340** **340**

Investigations						
Detective Workstations	64	-	-			see offices above
Files Storage	35	-	-			see files storage in Administration
Interview Rooms	110			-	-	included in meeting space above

Investigations Subtotal **0** **0**

Dispatch						
Dispatch Supervisor	64	-	-			see offices above
Dispatchers Workstations @48 sf each	48			0	0	see offices above
Dispatch Break Room				120	120	with lockers, separate from other areas
Universal Bathroom	80	1	1	80	80	
After-Hours Public Service Counter				-	-	Shared with Admin/Reception; see offices above

Dispatch Subtotal **200** **200**

Booking + Intake						
Vehicle Sally Port	600	1	2	600	1200	20' x 30' bay
Security Vestibules @ 64 sf each	128			0	0	
Juvenile Holding Cell @100 sf each	100	1	2	100	200	
Detainee Property Storage Room/Evidence Drop	80	1	1	80	80	adjacent to Booking/Sally Port. Currently not stored nearby
Booking	120			0	0	use interview/briefing room
Adult Male Holding Cells @100 sf each	100	1	2	100	200	
Small Interview/Briefing Room	110			0	0	see meeting space above
Booking + Intake Subtotal				880	1,680	

Property + Evidence						
Evidence Storage Room	500	1	1	500	500	climate controlled, refrigerator/freezers (large freezer),
Cash/Valuables Vault	40			0	0	included above
Evidence to Be Destroyed Staging Area	60			0	0	included above
Secure Evidence Storage						included above: guns, drugs, money. Cage within Evidence Room
Outdoor Storage - PD	300	1	1	300	300	currently near Sally Port; location OK, should be secure. Fire extinguishers, etc.
Evidence Restroom/Eyewash Station	15	1	1	15	15	near evidence in event of chemical, other exposure. Wash station OK, no toilet req
Property + Evidence Subtotal				815	815	

PD Departmental Support						
Staff Restrooms @ 80 sf each	80	2	2	160	160	
Male Lockers - 20 lockers	180	1	1	180	180	
Male Shower Room - 3 showers	150	1	1	150	150	2 needed
Female Lockers - 10 lockers	90	1	1	90	90	shared with Dispatchers
Female Shower Room	50	1	1	50	50	
Central Break Room	180	1	1	180	180	Kitchenette + tables/chairs.
Unisex Dormitories @ 90 sf each	90	2	2	180	180	current sf listed. Size OK, location not good.
Server Room	95	1	2	95	190	Some discussion of moving servers from FD/DPW.
PD Departmental Support Subtotal				1,085	1,180	
SUBTOTAL OTHER DEPARTMENTAL/SPECIALIZED				3,980	4,875	

Subtotal Net Assignable				6,922	8,613	
Building Grossing Factor	25%			1,731	2,153	approximates circulation factor in existing building
TOTAL POLICE				8,653	10,767	

Lobby/Waiting				240	240	adj to admin/reception; includes waiting for +/- 12 occ.; confirm size for waiting for families, etc. Currently use corridors for waiting, after school/evenings. Sometimes up to 25-30 people can congregate
Multipurpose Room				1750	1750	Current sf; also used for summer staff meetings, staging area
Special Event Storage				150	150	Current sf; Was office for Rockingham Co. Nutrition. Now storage for special event storage
Kitchen				445	445	Current sf. Sufficient for current programming (size). Needs functional/equipment upgrades. Cooking classes not really possible because it's not a commercial kitchen. 2 freezers, refrigerators. Community uses refrigerator/freezers for distribution. Additional fridge/freezers would be nice. 2 ovens. Food storage, equipment (popcorn poppers, etc.), Aqualand food storage, food storage for summer lunch, snacks for after school. Also electronics storage - using space available but ideally located elsewhere
Kitchen Closet				93	93	Separate building. Off-season storage of golf cart, summer equipment
Splash Pad Concession Stand				200	200	15X25; small grassy area adjacent. Near Arts+Crafts storage, has nearby restroom
Preschool Playgroup room				375	375	current plan: for former skatepark location behind. Separate entrance with lobby, restrooms, gymnasium approx basketball court size, storage. See JC photo of aerial site layout. Would like to have: classroom, storage, restrooms. Site is federal land; HUD.
PLANNED/FUTURE SPACE (Candidates for Phase 3 Project):						
Gymnasium				9800	9800	not currently provided; planned Phase 3 project. Setup for use as emergency shelter. Using SF takeoff from existing plans - approximate
Dance/Yoga Room/Indoor Wellness Facility				600	600	not currently provided; 20X30 - medium studio size. Current dance room too small. Potentially renovation of Beech Street facility
Lobby/Waiting				80	80	adj to admin/reception listed above; waiting for +/-4
Staging Room/Work Area				216	216	also available to public for meeting (occasional use). NOT accessible by childrens' programs
Expanded Storage Areas				200	200	table/chairs storage, other storage needs. Get out of fmr Head Start room and Mech room. Possibly convert room of Multipurpose room with accordian door to full 4-sided room.
Restrooms @150 sf each	150	2	2	300	300	Consolidate storage from existing rooms where items should not be stored with showers if used as emergency shelter
REC CENTER STORAGE (Existing):						
Multipurpose B				256	256	Storage, accordian door. Access to bathroom, game equipment room. Could be used as a classroom
Game Equipment Room				97	97	Storage. Former office. Accessed through Multipurpose B
Art & Craft Closet				68	68	Larger dedicated closet needed. OK size, near preschool classroom. Good location
OUTDOOR STORAGE (Existing):						
sf unknown; listed for reference						
Outdoor Ed Equipment Shed						Built for Outdoor equipment storage: kayaks, skis, gear. Overnight trips discontinued by Town - some items no longer needed. Currently storing Halloween decorations, bikes have been moved to trailer, Christmas storage, tents for events. Attic exists but should not be accessed - could be usable if rethought.
Prop Shed						Formerly Head Start. Dirt floor, floods. Currently: storage of large props. Should be rebuilt. Next to DPW storage shed (also poor condition). Underutilized, should not be considered for future use

ENVIRONMENTAL SERVICES

5/12/2023

Space Designation	Space Need					Notes
	SF (Standard)	Quantity - Current Need	Quantity - 2040 Need	Current Request (2023)	2040 Need	
Function						

OFFICE/ADMIN: at Wastewater						
Manager/Head Administrator	216			0	0	
Environmental Services Director	180	1	1	180	180	with meeting area for 6 people
Assistant/Deputy Director	144			0	0	
Staff - private office	120	1	1	120	120	lab + office. Have eyewash
Staff - shared office (2+ per space)	60	2	2	120	120	Admin asst +maintenance - cubicles
Open Workstation ("touch down")	48	2	3	96	144	other staff in open office (see listing below)
						includes space for 2 visitors; add 20 sf per additional visitor.
Admin/Reception - 1 staff, 2 visitors	180	1	1	180	180	Admin assistant has large cubicle with print/copy. Visitors - vendors, residents questions, tours to UNH students, etc. , EPA/DES, engineers
At Maintenance Building:						
Staff- private office	120	2	3	240	360	
Total Workstations		7	8			

SUBTOTAL OFFICE/ADMIN 936 1,104

MEETING SPACE (Quantified for Use, See Shared Space for sf)						
Small Meeting 4-6	110			0	0	
Medium Conference Room 8-12	220			0	0	
Large Conference Room 12-15	308			0	0	
Board Room 18+	440			0	0	

SUBTOTAL MEETING SPACE 0 0

OTHER DEPARTMENTAL/SPECIALIZED SPACE:						
Conference Room/Plans Storage. +/- 6 person conf room				150	150	existing space at Maintenance Building
						Currently under development; confirm size and location. Offsite?
Storage (Equipment and Gear)				2400	2400	In final design. Site: right behind fire station
Lunch/Meeting Room				220	220	Up to 10 people for meetings
						Confirm lockers or other storage type. Describe room requirements (lockers? Adjacencies? Etc.) CURRENTLY HAVE LOCKERS BUT NOT ENOUGH SPACE FOR PPE/EQUIPMENT STORAGE. SOME PLANS TO CONVERT SPACE IN MAINTENANCE BUILDING. Confirm sf existing
Storage - Personnel				120	120	MAINTENANCE BUILDING. Confirm sf existing
Chemical Storage				100	100	Dewatering building. Confirm sf existing

SUBTOTAL OTHER DEPARTMENTAL/SPECIALIZED 2,990 2,990

Subtotal Net Assignable				3,926	4,094	
Departmental Grossing Factor				392.6	409.4	
TOTAL ENVIRONMENTAL SERVICES				4,319	4,504	

Subtotal Net Assignable	7,877	8,451
Departmental Grossing Factor	787.7	845
TOTAL LIBRARY	8,665	9,297

TOWN MANAGER

5/12/2023

Space Designation	Space Need					Notes
	SF (Standard)	Quantity - Current Need	Quantity - 2040 Need	Current Request (2023)	2040 Need	
Function						

OFFICE/ADMIN:						
Town Manager	216	1	2	216	432	2ND OFFICE IS FOR LEGAL COUNSEL - WILL NEED OWN SUITE
Director/Department Head	180			0	0	
Assistant/Deputy Director	144	0	1	0	144	
Staff - private office	120	1	2	120	240	Executive Assistant to the Manager, PARALEGAL IS 2040 NUMBER includes space for 2 visitors; add 20 sf per additional visitor. 6 visitors
Staff - shared office (2+ per space)	60			0	0	
Open Workstation ("touch down")	48		1	0	48	
Admin/Reception - 1 staff, 2 visitors	260	1	1	260	260	
Total Workstations		3	7			

SUBTOTAL OFFICE/ADMIN 596 1,124

MEETING SPACE (Quantified for Use, See Shared Space for sf)						
Small Meeting 4-6	110			0	0	
Medium Conference Room 8-12	220			0	0	
Large Conference Room 12-15	308			0	0	
Board Room 18+	440			0	0	

SUBTOTAL MEETING SPACE 0 0

OTHER DEPARTMENTAL/SPECIALIZED SPACE:						
Research Area				80	80	
Offsite Storage						Packers Falls Road - confirm sf
On-Site Storage				60	60	Placeholder provided - confirm sf

SUBTOTAL OTHER DEPARTMENTAL/SPECIALIZED 140 140

Subtotal Net Assignable	736	1264				
Departmental Grossing Factor			73.6	126.4		
TOTAL TOWN MANAGER	810	1391				

FINANCE + ADMINISTRATION

5/12/2023

Space Designation	Space Need					Notes
	SF (Standard)	Quantity - Current Need	Quantity - 2040 Need	Current Request (2023)	2040 Need	
Function						

OFFICE/ADMIN:						
Director of Finance/Administration	180	1	1	180	180	currently in 115. Regularly meet with 2-3 people on budgets
Assistant Finance Director/Senior Accountant	144	1	1	144	144	currently in open work area. Requires filing cabinets, shelving. Meets regularly with DES dir., about expenditures with sensitivity
Human Resource Manager	144	1	1	144	144	typically one on one conversations
Media Service Manager	120					see Media Services; 1--->2
Videographers	60					see Media Services; 3--->5. Potentially journalist to create newsletter, etc.
Generalist	100	1	1	100	100	Could be open/shared or separate office
Accountant	120	1	1	120	120	backup HR support to run payroll, accounting tasks. Might be part time, full time may be easier to find. Not currently staffed. Could be in open area but preferably separate office
Total Workstations		5	5			

SUBTOTAL OFFICE/ADMIN 688 688

MEETING SPACE (Quantified for Use, See Shared Space for sf)						
Small Meeting 4-6	110	1	1	-	-	shared OK, for lay down space for document assembly, etc. See Common/Shared

SUBTOTAL MEETING SPACE 0 0

OTHER DEPARTMENTAL/SPECIALIZED SPACE:						
Storage Closet				85	85	current space in closet; combine with files storage in one central space? Any offsite possible?
Offsite Storage						54 Packers Falls Road; confirm sf on 3rd floor. Should not be storing there.
Files Storage - General				130	130	(10) Filing cabinets, (1)lateral, (1) full-height cabinet
Files Storage - HR				75	75	(5) lateral
Files Storage - Finance				60	60	(4) filing cabinets, (2) lateral
Server/IT				35	35	
Copy/Print				18	18	shared OK. If dedicated, consider converting to a work area + printing for assembly
Copy/Print - check printing				18	18	space for HR packets, etc. (140) confirm space requirements

SUBTOTAL OTHER DEPARTMENTAL/SPECIALIZED 421 421

Subtotal Net Assignable	1,109	1,109
Departmental Grossing Factor	110.9	111
TOTAL FINANCE + ADMINISTRATION	1,220	1,220

COMMON/SHARED

5/12/2023

Space Designation	Space Need					Notes
	SF (Standard)	Quantity - Current Need	Quantity - 2040 Need	Current Request (2023)	2040 Need	
Function						

OFFICE/ADMIN:						
Manager/Head Administrator	216			0	0	
Director/Department Head	180			0	0	
Assistant/Deputy Director	144			0	0	
Staff - private office	120			0	0	
Staff - shared office (2+ per space)	60			0	0	
Open Workstation ("touch down")	48			0	0	
Admin/Reception - 1 staff, 2 visitors	180			0	0	includes space for 2 visitors; add 20 sf per additional visitor.
Total Workstations		0	0			

SUBTOTAL OFFICE/ADMIN **0** **0**

MEETING SPACE (Quantified for Use, See Shared Space for sf)						
Small Meeting 4-6	110	1	1	110	110	Requested by: Finance/Admin,
Medium Conference Room 8-12	220	1	1	220	220	Requested by: Planning/Comm Development, Media Services
Large Conference Room 12-15	360	1	1	360	360	Using existing SAU conference room sf. Requested by: SAU
Council Chambers	2200	1	1	2200	2200	Estimated for 100 occ.

SUBTOTAL MEETING SPACE **2,890** **2,890**

OTHER DEPARTMENTAL/SPECIALIZED SPACE:						
Lobby				1500	1500	
Shared Storage				250	250	

SUBTOTAL OTHER DEPARTMENTAL/SPECIALIZED **1,750** **1,750**

Subtotal Net Assignable				4,640	4640	
Departmental Grossing Factor						no departmental gross
TOTAL COMMON/SHARED				4,640	4640	

THIS PAGE INTENTIONALLY LEFT BLANK

PRELIMINARY BUDGETS

THIS PAGE INTENTIONALLY LEFT BLANK

NEWMARKET FACILITY MASTER PLAN

CONCEPTUAL BUDGET

August 28, 2023

POLICE STATION ADDITION/RENOVATION:

Addition 4,900 s.f.

Renovation 6,300 s.f.

	UNIT		UNIT/COST		
Relocate Sunrise Sunset Senior Center to new location	1	LS	15,000	\$	15,000
Added parking and Site improvements at senior center new location	1	LS	100,000	\$	100,000
Interior renovation of 2,000 s.f. senior center	2,000	SF	250	\$	500,000
Commercial kitchen equipment	1	LS	75,000	\$	75,000
Temporary Police Station set up at former senior center	1	LS	100,000	\$	100,000
Site improvements, parking, retaining walls, landscaping	1	LS	300,000	\$	300,000
Police station addition	4,900	SF	525	\$	2,572,500
Police station renovation	6,300	SF	400	\$	2,520,000
Security and PD equipment	1	LS	125,000	\$	125,000
Demolish former senior center and create parking	1	LS	175,000	\$	175,000
			SUBTOTAL:	\$	6,482,500
Design and construction contingency	15	%		\$	972,375
Soft costs	20	%		\$	1,490,975
Escalation to 2025	7.5	%		\$	670,939
			TOTAL PROJECT COST:	\$	9,616,789

TOWN OFFICE ADDITION/RENOVATION:

Addition 5,800 s.f.

Renovation 12,919 s.f.

	UNIT		UNIT/COST		
Town office addition	5,800	SF	400	\$	2,320,000
Town office renovation	12,919	SF	250	\$	3,229,750
Site improvements	1	LS	300,000	\$	300,000
			SUBTOTAL:	\$	5,849,750
Design and construction contingency	15	%		\$	877,463
Soft costs	20	%		\$	1,345,443
Escalation to 2025	7.5	%		\$	605,449
			TOTAL PROJECT COST:	\$	8,678,104

*Items included in Soft Cost:

- Design and engineering fees
- Fixtures, furnishings, and equipment (FF&E)
- Surveys, testing, and geotechnical investigation
- Owner's project manager
- Owner's administrative costs
- Permits and fees
- Builders' risk insurance
- Interior and exterior signage

THIS PAGE INTENTIONALLY LEFT BLANK

TOWN-PROVIDED
DOCUMENTS

THIS PAGE INTENTIONALLY LEFT BLANK

TOWN OF NEWMARKET - OWNER PROVIDED DOCUMENTS MATRIX

NEWMARKET FACILITIES PLAN

5/4/2023

Item	Document Type	Description	Facility/Department	Date	# Pages	Notes:
1993_Community Center-As Bid Drawings	Drawing	Drawings from original construction	Community Center	1993	23	
Undated_Community Center Phase 1 Site Plan 1-20	Drawing		Community Center	n/a	1	
Undated_Community Center Phase 1 Site Plan 1-50	Drawing		Community Center	n/a	1	
Undated_Community Center Phases 1-3 Floor Plan	Drawing		Community Center	n/a	1	
2003_FD-DPW Addition Study	Drawing		Fire/DPW	2003	4	
2004_FD-DPW Addition Construction Set	Drawing		Fire/DPW	2004	10	
2019_FD-DPW AT&T Cell Tower	Drawing		Fire/DPW	2019	7	
2022_FD Upper Level Fit-Out	Drawing		Fire	2022	10	
1982_Library Miscellaneous	Drawing		Library	1982	5	
1983_Library Portico Upgrades	Drawing		Library	1983	3	
1992_Library Addition-Construction Drawings	Drawing		Library	1992	9	
1992_Library Addition-Study Drawings	Drawing		Library	1992	4	
2018_Library Site Improvements - Proposed	Drawing		Library	2018	1	
1921_Historic Axonometric - Town of Newmarket	Drawing		n/a			
~1993_Police Study	Drawing		Police Station	1993	1	
1994_Police - Presentation Board	Material Board	Material presentation from H.L. Turner	Police Station	1994	1	
1994_Police - Record Drawing Set	Drawing	Record drawings from H.L. Turner	Police Station	1994	8	Architectural only
1992_Renovations to Town Office	Drawing		Town Hall	1992	3	Incomplete set
2016_Town Hall - Restroom Renovation	Drawing		Town Hall	2016	3	
2019_Town Hall - HVAC Upgrades	Drawing		Town Hall	2019	1	
1924_Water Filtration Plant - Misc Details	Drawing		Old Water Treatment	1924	3	
1989_Water Treatment Facility Upgrade - Bid Plans	Drawing		Old Water Treatment	1989	36	
Newmarket_Parcels_2021	Geodatabase File		Townwide	2021		
Sewer Mapbook-All Sheets	Drawings		Townwide	2011	17	
Water Mapbook-All Sheets	Drawings		Townwide	2011	17	
MRI_OrganizationalStudy_2016.12.06	Report	Municipal Resources Report	Townwide	2016	88	
MRI_PlanningReport_2021.07.20	Report	Municipal Resources Report	Planning, Building, Economic Development	2021	28	
2022_annual_town_report	Report	2022 Town Report	Townwide	2022	160	
Newmarket Organizational Chart	Report		Townwide	undated	1	

THIS PAGE INTENTIONALLY LEFT BLANK

REPORT PREPARED UNDER THE DIRECTION OF:

Steve Fournier, Town Manager

Lyndsay R. Butler, Town Engineer

REPORT PREPARED BY PLACEWORK:

Alyssa Manypenny Murphy, Principal

Josh Lacasse, Project Manager

Alice Carey, Programming Lead

Ken Ferrer, Designer

Placework

96 Penhallow Street
Portsmouth, NH 03801

603.319.8199
www.placework.studio