

TO: Board of Selectmen

FROM: Terri Ackerman, Town Administrator

RE: Space Needs Analysis

December 15, 2010

As requested, user groups in Town have been working hard to determine and spell out their specific space needs.

Enclosed please find a Space Needs Analysis for the following Groups:

1. Recreation
2. Council on Aging
3. Cable
4. Town offices

Please note that REQUIRED MINIMUM items are marked with a \*. Other items would increase productivity, improve quality of service, etc, but they are not the minimum requirement.

We do not claim that this document is perfect. There were many judgment calls to be made. Input was obtained in 2 rounds from all user groups; however, not all users agreed to their minimum requirements, especially with regard to meeting space.

Therefore the Needs Analysis should be used as a guideline for Town space needs. The analysis represents our best estimates at this time and is of course subject to change as mandates and programs change.

## TOWN OFFICES

### Space Needs Analysis

December 13, 2010

\*=required

#### 1. Building Dept

- a. Size-approx 500 sq ft needed\* (have 300 sq ft now)
- b. 3 desks (60" wide)\*
- c. 4 standard filing cabinets (15" or 18" inch)\* (has 3 now)
- d. 10 lateral filing cabinets (36"-42" wide)\* (has 6 now)
- e. 5 Bookcases (36" wide)\* (has 3 now)
- f. 1 work table (72" long)\*
- g. Customer Service counter with window and outer shelves\*
- h. 2 computers with internet access\*

#### 2. Health Dept

- a. Office Size-approx 240 sq ft needed\* (have 200 sq ft now)
- b. Storage space- approx 200 sq ft\* (have virtually none now)
- c. 3 Desks (60" wide)\*
- d. 5 standard filing cabinets\* (15" or 18" inch)
- e. 2 lateral filing cabinets\* (42" wide)
- f. 1 bookcase (36" wide)\*
- g. Customer Service counter with window and outer shelves\*
- h. 2 computers with internet access\*

\* = required

### 3. Town Clerk

- a. Size-approx 360 sq ft\*
- b. 1 corner work station (56" X 54")\*
- c. 3 desks -- L shaped\* (84" X 78") --- 4th desk would be great  
(1 desk 48"x24")(2 desks=L shaped 87"x72")
- d. 4 lateral filing cabinets (2- 42" + 1- 36")\* (have 3 now)
- e. 3 bookcases (28"+20"+36")\*
- f. 1 plan file cabinet (46"x34"x34") + 42"x22"x32" map files\*
- g. Customer Service counter with window and outer shelves\*
- h. 4 computers (2 w/internet access)\*
- i. 4 cabinets (1- 36" + 1- 72" + 36" elections cabinet+25" rolling cabinet)\*
- j. 2 typewriter tables (36")\*

### 4. Town Accountant

- a. Size-approx 150 sq ft\* (has 240 sq ft now)
- b. 1 desk L shape (72"X60")\*
- c. 4 lateral filing cabinets (36")\*
- e. 1 work tables (60")\*
- g. 2 cabinets (36")\*
- h. 1 computer with internet access\*

### 5. Assessors

- a. Size-approx 400 sq ft needed\* (have 600 sq ft now)
- b. 2 desks L shape (72"X 72") + (72"X 84")\*
- c. 1 standard filing cabinet (15 or 18 inch)\*
- d. 3 lateral filing cabinets (2- 42" + 1-30")\*
- e. 6 bookcases (36")\*
- f. 3 work tables (36" + 36" + 60")\*
- g. Customer Service counter with window and outer shelves\*

h. Customer computer and worktable (84")\*

i. 3 computers with internet access\*

j. 1 cabinet (36")\*

l. 1 meeting table (96")

6. Treasurer

a. Size-approx ~~150~~ 200 sq ft needed\* (have 240 sq ft now)

b. 1 desk L shape (72"X72")\*

c. 2 standard filing cabinets (15 or 18 inch)\*

d. 4 lateral filing cabinets (36")\*

e. 1 bookcase (48")\*

f. 1 work table (60")\*

g. 2 small safes (1-18" + 1-24") steel, fire resistant\*

h. 1 cabinet (36")\*

i. 1 computer with internet access\*

7. Asst Collector/Asst Treasurer

a. Size – approx space needed 360 sq ft\*

b. 3 desks (60")\*

c. 6 standard filing cabinets (15 or 18 inch)\*

d. 3 lateral filing cabinets (36")\*

e. 2 bookcases (36")\*

f. 2 work tables (48" + 36")\*

g. 1 corner work station (48" X 48")\*

h. Customer Service counter with window and outer shelves (includes 10 ft. with shelves and filing cabinets below counter inside of office)\*

i. 3 computers with internet access\*

8. Town Administrator (private space required)\*

a. size approx 210 sq ft\* (has 360 sq ft now)

- b. 1 desk (72")\*
- c. 3 std files (15" or 18")\*
- d. 2 lateral files (36")\*
- e. 2 bookcases (36")\*
- f. 1 work tables (36" + 60")\* (has 3 now)
- g. 1 meeting table (96")\*
- h. 1 cabinet (36")\*
- i. 1 computer w/ internet access\*

#### 9. Admin Asst to BOS/TA

- a. Approx space 150 sq ft\* (has 250 sq ft now)
- b. 2 desks (60" + 48")\*
- c. 2 std files (15" or 18")\*
- d. 2 lateral files (36")\*
- e. 2 work tables (60")\*
- f. 2 cabinets (36" + 18")\*
- g. 1 computer with internet access\*
- h. 1 printer with table\*
- i. 1 typewriter w/table\*

#### 10. Planning

- a. Approx space 250 sq ft\* (has 500 now)
- b. 3 desks (60" + 60" + 48")\*
- c. 7 std files (15" or 18")\*
- d. 1 small file\*
- d. 1 lateral file (36")\*
- e. 2 bookcases (36")\*
- f. 2 meeting tables (84" + 60") and 28 chairs
- g. 2 map cabinets (48"X36") + (54"X40")\*

- h. 2 cabinets (36")\*
- i. 1 printer w/stand\*
- j. 1 hanging map rack\*
- k. 1 computer w/ internet access\*

11. Facilities Mgr

- a. Approx space 150 sq ft\*
- b. 1 desk (60")\*
- c. 1 bookcase (36")\*
- d. 2 work tables (48" + 96")\*
- e. 1 cabinet (36")\*
- f. 1 computer with internet access\*
- g. Approx 200 sq ft non-office storage\*

12. HR Administrator (private space required)\*

- a. Approx space 150 sq ft\*
- b. 1 desk (54")\*
- c. 3 std files (15" or 18")\*
- d. 1 bookcase (36")\*
- e. 1 meeting table (48" round)\*
- f. 1 computer with internet access\*

13. Zoning Board of Appeals

- a. Approx space 150 sq ft\*
- b. 1 desk (60")\*
- c. 1 std file (15" or 18")\*
- d. 2 lateral file (36")\*
- e. 1 computer w/ internet access\*

14. Conservation Commission

- a. Size – approx 150 sq ft\* (has 260 now)

- b. 1 desk (L shape 60" X 60")\*
- c. 1 bookcase (36")\*
- d. 1 lateral file (42")\*
- e. 1 cabinet (36")\*
- f. 6 file cabinets (18")\*
- g. 1 map cabinet (42")\*
- h. 1 computer w/ internet access\*

15. Other

- a. large copy machine (72")\* on each floor or in each major wing\*
- b. small room for making copies, storing paper supplies etc\*

16. Information Technology

- a. Size – approx 250 sq ft\* (has 150 sq ft now)
- b. 1 desk (60")\*
- c. 1 cabinet (36")\*
- d. 1 computer w/ internet access\*
- e. space for 3 servers (48")\*
- f. storage racks (72")\*

17. Bathrooms

- a. 1<sup>st</sup> floor M&F 50 sq ft each single user (non-handicap)\*
- b. basement – M&F 200 sq ft each four user with handicap\*

18. Employee break room

- a. size needed 175 sq ft
- b. includes sink/counter – fridge – kitchen table

19. Communications Closet

- a. Size – approx 25 sq ft\*

20. Boiler room/electrical service

- a. Size – approx 600 sq ft (basement)\*

b. shelves for cleaning supplies\* (included in above space)

21. Hallway

a. Size – approx 800 sq ft per floor

22. Office supply storage space

a. 60 sq ft needed for copy paper etc\* (none dedicated now)

23. Veterans (private space required)

a. Size – approx 140 sq ft\*

b. 1 desk (60")\*

c. 1 Std file (15")\*

d. 1 work table (36")\*

e. 2 bookcases (36")\*

f. 1 computer w/ internet access\*

24. 2 conference/meeting rooms

a. 600 sq ft each\*

b. catv access\*

c. conference table\*

d. 1 file cabinet\*

e. audience capacity (app 50)\*

25. Elevator – serving all floors

a. dimensions 10X10 external – 6x6 internal\*

b. weight capacity 3500 lbs\*

26. Ramp or stairless entrance

a. right side of building – two single wheelchair accessible doors\*

b. provides direct access to elevator serving all floors\*

28. Mail room\* (or space for slots in another room)



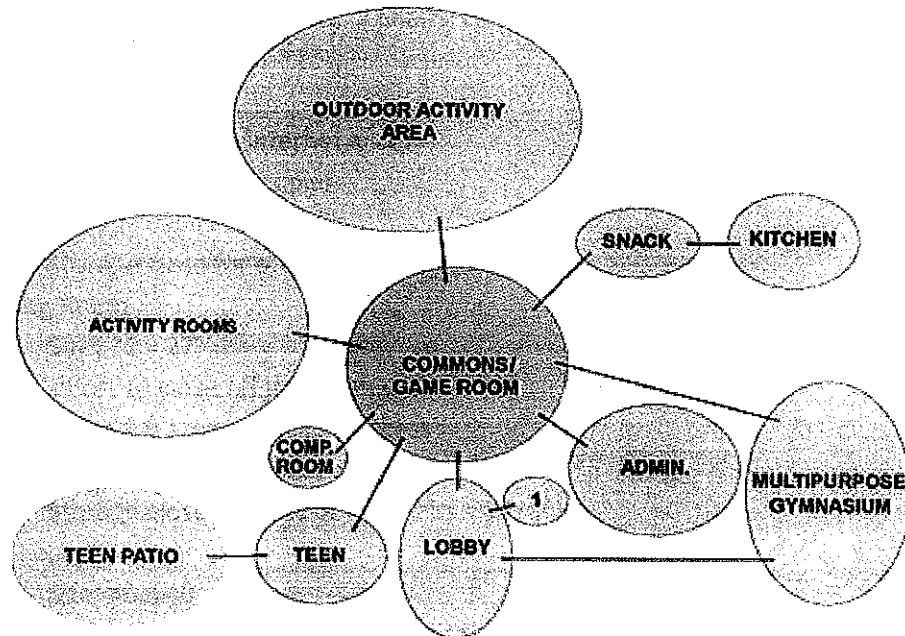


[illegible][illegible][illegible]

# RECREATION DEPARTMENT

## Building Needs

**A Recreation Center** serves the dual purpose of accommodating unstructured social interaction among different age groups and providing instructional classes all in a safe, supervised environment. This drives the facility layout and functional space adjacencies.



1. Control/Check-In

The space the Recreation Department would like to have for programs and community activities is as follows:

Completed by Recreation Committee  
11/19/2010  
Revised 12/13/10

12/14/2010

- b. Benches
- 12. Outdoor Volleyball Court
  - a. Sand court 30' x 60'
  - b. Net
  - c. Benches
- 13. Outdoor Fields
  - a. 50X100 Soccer Fields
  - b. Area for bocce, horseshoes, etc.
- 14. Outdoor Space
  - a. Patio area with tables, umbrellas, and chairs
  - b. Possible community gardens with raised beds
  - c. Farmers Market Area
- 15. Parking lot
  - a. At least 75 parking spots
  - b. Handicapped parking spots
- 16. Generator
  - a. Necessary for town wide emergencies
  - b. Keep open during bad weather
  - c. Necessary for sheltering overnight
- 17. Uses for community
  - a. Shelter if have shower and generator
  - b. Outdoor gardens
  - c. Voting area (instead of or in addition to school)
    - i. Would need storage space for voting equipment
  - d. Meeting room space for boards/committees
  - e. Recreation classes for adults
  - f. Use as a cooling center during heat waves

18. ALL ADA COMPLIANCE

Square footage of building-

- All rooms included- 26,528 sq. Ft.
- Less space that may not necessary-24,858 sq. Ft.

NOTE- \*\*\* INDICATES A WANT BUT NOT NECESSARY

December 15, 2010

#### Senior Center with approximate room dimensions

All of this space is approximate. These are merely guidelines. We are going by the Executive Office of Elder Affairs' suggestion of 6 – 7 sq. feet per elder. This would lead to approximately a 10,000 sq. ft. building. When adding up space, do not forget to account for hallways, room for heating equipment, electrical room, etc.

When looking at renovating or building a Senior Center, it is best to build for the next 10 – 15 years. The population in Sterling has a lot of Baby Boomers, who will use the Senior Center as they age. There is a large demographic who will use the center.

The kitchen and the main room/dining room should be adjoining. This makes things much easier. The closer the bathrooms are to the entrance and main room/dining room the better. Holden actually has 1 bathroom by the entrance and the rest of the bathrooms down the hall.

A \* afterwards denotes needed items.

##### 1. Kitchen

- a. Size: 20 x 35
- b. 2 doors (1 for each side of partition) with lock
- c. Pass through window for food
- d. 5 sinks needed by code (1 for washing hands, 1 for washing fruits and veggies, and a triple sink) \*
- e. Refrigerator \*
- f. Freezer \*
- g. Stove/oven \*
- h. Microwave \*
- i. Dishwasher (pass through type would be ideal, but not necessary) \*
- j. Cabinets (for plates, cups, coffee supplies, pans, etc.) \*
- k. Food pantry \*
- l. Counter space \*
- m. Phone \*
- n. Heating table (like we have now)
- o. Alcove office for meal site manager with desk, computer, and file cabinets \*

##### 2. Main room/dining room

- a. Size: 37 x 67
  - b. Doors to close off the room with locks \*
  - c. Seating for 150 – tables and chairs
  - d. Raised area with ramp access
  - e. Video/TV area with cable access \*
  - f. Moving partition to divide room into 2 or 3 sections
  - g. Whiteboard for projections and/or notes
  - h. Piano and/or organ space?
  - i. Storage closet with door for chairs and tables (15 x 20 in addition to room size) \*
3. Nurse/SHINE office – need private space for confidentiality
- a. Size: 10 x 15
  - b. Door with lock \*
  - c. Table and 4 chairs \*
  - d. Good lighting \*
  - e. Phone \*
  - f. Scale \*
  - g. Sink with storage underneath \*
  - h. File cabinet \*
  - i. To make available for podiatry, would need an exam table
4. Billiards room
- a. Size: 20 x 26
  - b. Room for 2 pool tables (necessary for joining pool leagues)
  - c. Overhead lighting
  - d. Door not necessary
  - e. Whiteboard on wall for score keeping
  - f. Could be a bigger, more open space with a few tables situated
5. Multipurpose room
- a. Size: 30 x 20
  - b. Door with lock \*
  - c. Tables and chairs \*
  - d. Sink \*
  - e. Counter space with cabinets underneath and overhead \*
  - f. Whiteboard for notes \*
  - g. Storage closet with door (10 x 15 in addition to room size) \*
6. Office space – locked area
- a. Size: 40 x 35
  - b. Area for van drivers with desk or counter, chairs, file cabinet and storage \*
  - c. Office for director with desk, 3 chairs, computer, phone line, file cabinets and door with lock \*
  - d. Office for outreach worker with desk, 2 chairs, computer, phone line, cabinets, and door with lock \*
  - e. Area for reception

- f. Phone lines \*
  - g. Computers with internet access \*
  - h. Space for fax and copier \*
  - i. Storage cabinets for files \*
  - j. Storage closet (4 x 8 in addition to room size) for office and program supplies \*
- 7. Computer room
  - a. Size: 14 x 20
  - b. Needs door with lock \*
  - c. 6 – 8 computers with printers (or 1 network printer)
  - d. Desks and chairs
  - e. Internet line
  - f. Whiteboard for instruction
  - g. Either cabinet or shelving for paper, toner, etc.
- 8. Storage area for durable medical equipment and yard sale items
  - a. Size: 20 x 20
  - b. You can never have too much storage
- 9. Sitting area/lounge
  - a. Size: 30 x 22
  - b. Bookcases and books
  - c. Comfortable chairs and/or couches
  - d. Table for puzzles
  - e. End tables
  - f. Lamps
  - g. TV with cable access
  - h. Possible fireplace (want not a need)
  - i. Located off lobby area, door not needed
- 10. Bathrooms
  - a. Size: 20 x 24
  - b. 1 women's handicapped stall and 3 women's regular stalls (by code) \*
  - c. 1 men's handicapped stall, 1 men's regular stall, and 1 urinal (by code) \*
  - d. 2 sinks in each bathroom (by code) \*
  - e. Chair in each bathroom
  - f. Mirror in each bathroom
  - g. Handrails \*
- 11. Shower
  - a. Size: 7 x 7
  - b. Handicapped accessible (shower 5 ft)
  - c. Good for accidents or for emergency shelter purposes (required for sheltering)
  - d. Shower and sink (can put a toilet in as well)
  - e. Handrails
- 12. Conference room
  - a. Size: 14 x 20

- b. Door with lock
  - c. Table with 12 chairs
  - d. Phone
  - e. Whiteboard on wall for notes
- 13. Lobby area/vestibule
  - a. Size: 29 x 22
  - b. Main entrance to center with locking double doors \*
  - c. Coat closet \*
- 14. Small room (10 x 8) for used clothing
  - a. Important for seniors to have access to free articles
  - b. Handicapped accessible
  - c. Mirror
  - d. Racks to hang the clothes
  - e. Shoe racks for the shoes
- 15. Outdoor space
  - a. Patio area with tables, umbrellas, and chairs
  - b. Area for bocce, horseshoes, etc.
  - c. Possible community gardens with raised beds
  - d. Flower gardens
- 16. Parking lot
  - a. At least 75 parking spots (by code) \*
  - b. Handicapped parking spots by code \*
  - c. Drop off area with cover
- 17. Generator
  - a. Necessary for town wide emergencies (i.e. ice storm) \*
  - b. Keep open during bad weather
  - c. Necessary for sheltering overnight \*
- 18. Garage or carport
  - a. Area for van to be covered during bad weather (MART requirement) \*
  - b. Outdoor electrical plug for vacuuming the van
  - c. Outdoor faucet for washing the van
- 19. Other items
  - a. Zone heat in order to control each room
  - b. Railings along corridors for safety \*
  - c. No high ceilings, as they catch heat and air
  - d. Air conditioning for summer – cooling shelter for elderly \*
  - e. No rugs (easier to clean)
  - f. Glass panes along hallway to see into rooms for safety \*
  - g. ADA accessible throughout (wider doors) \*
- 20. Activities (\* already offered)
  - a. Exercise\*
  - b. Yoga\*



- c. Bridge \*
- d. Dominoes\*
- e. Pool playing\*
- f. Lunch\*
- g. Arts and crafts\*
- h. Board meeting\*
- i. Computers\*
- j. Board games\*
- k. Puzzles
- l. Wii\*
- m. Ping pong
- n. Zumba
- o. Support groups
- p. Educational classes\*
- q. Book club\*
- r. Tai chi
- s. Legal clinic
- t. SHINE counselor\*
- u. Nurse's clinic\*
- v. Karaoke
- w. Bingo
- x. Cribbage classes
- y. Writing classes
- z. Men's group
- aa. Genealogy classes
- bb. Shopping trips\*
- cc. Evidence based programming\*

21. Uses for community

- a. Shelter if have shower and generator
- b. Outdoor gardens
- c. Voting area (instead of or in addition to school)
  - i. Would need storage space for voting equipment
- d. Meeting room space for boards/committees
- e. Recreation classes for adults
- f. Use as a cooling center during heat waves

Sterling-Lancaster Community Television, Inc.

**CABLE TELEVISION STUDIO BUILDING NEEDS**

Under ideal circumstances, the future SLCT cable television studio would have the following characteristics:

1. Located in a centrally located public building in Sterling or Lancaster.
2. Situated to minimize re-installation of fiber and coax connections for incoming and outgoing signals to the Comcast head end.
3. Provide public access (day, evening & weekends) with appropriate electronic security,
4. Already divided into four rooms or buildable as such.
5. Parking for up to 5 cars and be handicap accessible.
6. Room 1: Size - approximately 120 sq. ft. or larger. This room would house our cablecasting equipment, an office area and space for two -three editing bays.  
Room 2: Size - approximately 240 sq. ft. or larger. This room would house equipment storage, video storage shelves, and an office with space for two desks and office equipment.  
Room 3: Size - approximately 200 sq. ft. or larger. This room would house a control room for the cable studio.  
Room 4: Size - approximately 600 sq. ft. or larger. This room would house a cable studio. The ceiling height would be 10 feet or higher. Sound attenuation would be possible at a reasonable cost.  
  
The exact room layout may change, but approximately 1,200 sq. ft. or more would be desirable.
7. All rooms would be air conditioned to provide an optimum environment for computer-based equipment.
8. Expandable electrical capacity.

To: Sterling Board of Selectmen  
Sterling Finance Committee  
Sterling Town Administrator

From: Sterling-Lancaster Community Television  
Robert Bloom, President  
1 Park Street  
Sterling, MA 01564

Re: Projected Cable Television Studio Needs

Date: June 16, 2010

The most recent joint meeting of your Board and Finance Committee held on June 9, 2010 included a discussion of building needs in Town and mention of a cable studio.

On a previous occasion, Sterling-Lancaster Community Television (SLCT) indicated that space in the 1835 Town Hall would not be our first choice for studio space in Sterling. Other space, should it become available, would be of interest to us, however.

During the June 9<sup>th</sup> meeting, the chairman of the Finance Committee indicated that his group would like to see the needs of various groups more clearly defined so that they might better plan for future budget decisions. The request is appropriate and we have included a list of needs associated with building out a cable television studio for the SLCT.

SLCT will be looking for available facilities in both Sterling and Lancaster and will choose the location after considering which of the available sites best meets our requirements. In terms of a timeline, we are planning to begin studio construction in 2011 or 2012.

If we can be of further assistance, please don't hesitate to contact us.

Regards,

Robert Bloom,  
SLCT President

Attachment enclosed

## Donna Salluce

---

**From:** Helen Hill [sterlingoffice@gmail.com]  
**Sent:** Thursday, January 13, 2011 10:17 AM  
**To:** dsalluce@sterling-ma.gov  
**Subject:** Room use first church

Donna

Here is a list of the groups that use the church. We also have various one time users for birthdays, baby showers and bridal showers.

4 Girl Scouts troops  
1 Brownie Troop  
1 Cub Scout Troop  
monthly cub scout meetings  
Cub Scout Committee meetings  
Weekly Boy Scout meetings  
monthly Boy Scout Committee Meetings  
Monthly Softball Committee Meetings  
Monthly Garden Club Meetings  
Occasional Women's Club Meetings  
Sterling Community Theatre  
American Legion Dinners  
DAR  
Auctions  
Play Groups  
Chocksett Club  
Various Church Dinners also

Hope this helps

--

Helen Hill  
First Church in Sterling  
978 422 6657  
[sterlingoffice@gmail.com](mailto:sterlingoffice@gmail.com)