



Programming and Conceptual Design Study for a Scituate Town Center at the Former Gates Intermediate School Campus

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Scituate Adaptive Building Reuse Committee
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Executive Summary

DBVW Architects was hired by the Town of Scituate, MA in January of 2015 to conduct interviews with town departments and staff for the purpose of developing a comprehensive space-needs program for Municipal Center offices, school department, recreation department, and senior center. The space needs program would then be used for a “test-fit” into the current Gates Intermediate School building to assess the available quantity and quality of space in the building to function as a new Municipal Center.

This study further advances the previous Facility Study of the Gates Intermediate School that was performed by DBVW in 2012-13. The previous study focused a majority of its efforts on the condition of the building itself including structure, finishes, enclosure, and systems as well as identifying what it would cost to repair / renovate. The space-needs program that was generated for that study took the existing town program and applied an enlargement factor of approximately 25% for most departments. As the 2012-13 report was the first step in the long process to determine the future of the Gates Intermediate School at its current First Parish Road site, this approach to the program was sufficient.

Since completing the first report, the Town of Scituate completed a comprehensive educational program study for Gates Intermediate School and determined that a new middle school would be constructed attached to the high school complex instead of renovating and/or expanding the Gates Intermediate School. This new facility is expected to be completed by fall 2017, thus vacating the Gates Intermediate School facility. The Scituate Adaptive Building Reuse Committee (SABRC) was charged with studying the available options for reuse or alternate use of the site and facility. This generated the need for the current study summarized below.

Programming

Working under the direction and guidance of SABRC, DBVW prepared and distributed an online survey to the designated department representatives. This survey acquired data from the departments included number of employees, future growth, seasonal and temporary employees, estimated amount of public traffic, departmental and central storage needs, required in-department facilities and services, desired adjacencies to other departments, and various other requirements. The questions and results created discussion topics for the interview process.

DBVW conducted interviews with all department heads on February 2nd, 3rd, and 9th. Interviews were generally held within the departmental space and took between 30 and 60 minutes to complete. Photos of each departmental space were taken to document equipment, furniture, staff operations, and systems for public interaction. After all the interviews, specific departmental notes and highlights were documented. Additional requirements specific to each department were factored into the design of the test fit later on the project timeline.

The following includes the common threads that came up across most town departments:

1. While some departments have provisions for wheelchair access on the public side, almost all office spaces are too spatially restrictive to provide for wheelchair accessibility on the employee side.
2. Many departments do not have a separation between public and office / workspace. This means public have access to files or other sensitive materials without obstruction.
3. Most office workstations consist of a single 30x60 desk and chair, providing insufficient workspace for employees.
4. Paper file systems in all departments, versus electronic scanned records, will remain and require more space than currently provided.
5. There is insufficient meeting space in the current facility. Departments identified where access to a common scheduled conference room would be sufficient in lieu of dedicated in-department conference room.
6. The Board of Selectmen meeting room is too small for a typical Selectmen or Conservation Commission meeting.
7. Privacy within office environments, essential for certain departments, is typically not provided.
8. Existing quantity of parking appears sufficient for daily operations, even with an increased facility size.
9. Existing long term storage appears sufficient for town operations although control and organization of the storage, especially secure private storage is provided for personnel records, needs improvement.
10. Online transaction systems are available for some departments but most do not have a public station in Town Hall to provide those services to members of the public that don't have computer access.
11. In general, most departments welcomed being consolidated into one municipal complex. Even those that currently enjoy and desire to keep physical separation from other town functions recognize the benefits to consolidation should the Town decide to move in that direction.

The Council on Aging presented a different programming and design challenge from the other administrative functions. As such, DBVW engaged the services of Catlin + Petrovick Architects, senior center specialists, to discuss the specifics and program of the Scituate Senior Center component. In general, the current senior center is deficient compared to current trends and standards, thus there are very little existing operations or systems to consider for a new facility. The Council on Aging requested

that any new facility have its own identity and, if possible, its own separate building to maintain relatable scale and a “home” feel in lieu of the other civic functions included in this study. After the interview, a specific program was developed that includes a large dividable multipurpose space, art and general classroom space, game room, library, café, age-appropriate fitness space, offices, and support space.

With the completion of the interviews and surveys, a project-wide space-needs program was created, translating all the accumulated information from each department into definable square footage. Facility-wide standards were established for enclosed offices, cubical sizes, file storage areas with drawer clearances, coat closets, and copier work areas. Department directors will be the only staff with an enclosed offices. Each department was programmed to have a transaction counter, waiting area, and public computer terminal based on number of daily transactions.

Non-departmental facility-wide support spaces were programmed including an appropriately-sized Board of Selectmen hearing room, three small 4-6 person conference rooms, three medium 6-10 person conference rooms, one large break room and kitchenette separate from copier and mailroom functions, maintenance areas, and facility support spaces. Building service spaces, including mechanical and electrical, were also included to suit the size and layout of the building.

Prior to the actual test fit, each department included a 10% factor multiplier for circulation, wall thicknesses, mechanical, and other non-assignable space. In addition, a building-wide factor was applied to account for stairs, elevator(s), corridors, bathrooms, shafts, and general eccentricities of the existing building shape. One of the goals of the test fit was to work with the existing circulation system, gracious corridors, and existing blocks of space to efficiently utilize the existing building. This approach, completed as part of conceptual design, yielded an overall grossing factor of 43% which is well within the acceptable range for an adaptive reuse of an existing facility.

Conceptual Design

The overall parcel contains several notable areas that the design team felt should be addressed with the adaptive reuse of the site. The building’s architecture itself projects a very dominant civic stature, especially when combined with the existing old-growth trees on the front green space. This helps connect the site to both its past as well as its current importance to the Town. The design team felt this area could be improved with the return of the Town Hall to bordering the green space. In addition, the areas on site containing the Cudworth Farmstead and Little Red Schoolhouse, now the Scituate Historical Society, would be respected and ideally would be minimally affected by any proposed site changes. Finally, the tennis courts on the southeast side of the site are vital to the high school tennis program for matches and should be maintained.

When DBVW analyzed the program and the existing building configuration, it became clear that trying to incorporate all the pieces of the program into one facility would face numerous challenges including traffic

and parking requirements, handicapped accessibility, entrance and access concerns, and even different hours of operation. Additionally, the building itself, with its numerous level changes, made facility-wide accessibility a real challenge. In order to organize the site logically and keep a simple site circulation pattern, it was determined to group the program into three separate zones, Town Hall, Recreation, and Senior Center. Each program zone would include its own primary parking and site amenities but remain open and accessible to the other areas of the site. In essence, it is proposed that the Town of Scituate develop the Gates Intermediate School and its site into a municipal campus for town business and services.

The single-story classroom wing, known as “C” wing and built in the 1970s, offers no historic or visual benefit to the facility. Demolition of “C” wing would establish the parking area for the Town Hall which is proposed to occupy the original 1917 and 1930 portions of the Gates School. This eliminates the complex accessibility issues between the 1950s era “A” wing and 1930s era “B” wing. After a detailed test fit, it was determined that all the Town Hall functions include the School Department, Board of Selectmen hearing room, town archives, and the main mechanical plant could all fit in this building section by occupying all three floors.

In order to provide a prominent and fully handicapped-accessible main entrance to the Town Hall, the design proposed to include a newly-constructed element on the northwest corner of the building would handle the elevation change between existing grade and the half levels up and down with a monumental stair and elevator. Essentially, entering on a half level allows the building to have two “main” floors for the high traffic departments. Inspections, Planning, and Conservation Commission would occupy the ground floor while Town Clerk, Assessor, Collector, Board of Health, and the main Hearing room would occupy the first floor. The second floor would include Town Administration, Public Works, and School Department. Additionally, with the reduced occupant load of a Town Hall in lieu of a school, extra stairs and mechanical shaft spaces that currently take up valuable square footage could be recouped for usable space for the Town Hall. Finally, all new bathroom cores would be established on all floors.

The next major decision would be to locate the Senior Center. Originally proposed to be located in “A” wing in the past study, the design team re-evaluated that choice. The floor-to-floor height and column spacing of the existing building did not suit the program well, especially for the large double-height multipurpose space which would require an addition anyway. Catlin + Petrovick added that any perceived economy in reusing the existing structure and enclosure would be countered by more square footage needed to work the program into the existing building properly. The result would be a less-than-ideal spatial arrangement for the same or potentially even more money to renovate. As such, the design team proposed a separate independent building on site for the Senior Center and demolish a larger portion of “A” wing. This has the benefit of opening up the southern side of the gymnasium wing for a new entrance and parking dedicated to Recreation, as well as relieving the encroachment of the existing building on the tennis courts.

The Senior Center is proposed to be located on the north side of the existing soccer field. Since it's a man-made plateau, it allows the more diminutive Senior Center to maintain a proper presence near the much larger proposed Town Hall building while still having a feeling of home and proper scale for the visitors. This location will have its own designated parking area while being close enough to the Town Hall for pedestrian travel to functions and programs at the Board of Health, Veteran's Services, Recreation Department, as well as access to overflow parking for events. The Senior Center would have a prominent presence along the main circulation road within the site, be visible from First Parish Road and the green space, and provide access to landscaped areas on the east and west while the south side offers the remaining field area for outdoor events, concerts, etc.

The last zone addressed is the Recreation Department, which is proposed to be located in the 1950s portion of the existing building that contains the gymnasium and "A" wing. The gymnasium, a valuable town asset, would be renovated and remain. The multipurpose space, spin classroom, and fitness room, would be located in former shop space under the gymnasium defined by the lower slab elevation. The upper slab elevation, currently the boys locker room, is proposed to be renovated into the Little People daycare program with on-grade direct access to a south-facing fenced-in outdoor play yard. A new elevator will be installed off the gymnasium lobby to serve the lower level entrances on both the north and south sides of the building and provide access to the upper level gymnasium. The remaining space, currently existing classrooms on both the main and upper floors, will be converted into multipurpose classrooms / projects rooms and offices.

The overall site design strives to reinforce the separation of zones on the site while working with the existing grading. Vehicle travel through the site would occur along a tree-lined two-way road with strategically placed entrances to local parking trays in each zone, making travel safer through the site by not utilizing parking aisles for driveways. Safety improvements could extend along Cudworth Rd by creating safer street parking, sidewalks, and crosswalks for the adjacent ball fields. Finally, landscaping would soften the pavement throughout the site and allow opportunities for on-site surface management of storm water runoff.

Summary

As mentioned by the design team during the presentation to the Council on Aging, the program fit very well into the existing building without many sacrifices in layout or square footage. Either excess or insufficient square footage encountered during the test fit would indicate a less-than-ideal arrangement in the building. Even with reuse of the gracious existing corridors and layout of flanking spaces, the plans developed for this study still assumed mostly a gut-renovation to the existing building, retaining bearing wall and structural systems throughout, exterior masonry envelope, strategic stair locations, various historically significant elements, and select interior finishes. The mechanical and electrical systems would be completely replaced with a modern system designed to suit the new occupancy types. Roof

and windows systems would be replaced to improve the exterior envelope. Also, site utilities would be reworked feed both the renovated Municipal Building and the new Senior Center.

Based on the information summarized above and contained herein, it is our professional opinion that a new Municipal Complex at the former Gates Intermediate School is a viable option for the Town's program and worthy of further study. The probable cost of a major renovation and adaptive reuse of the facility would be substantially less than the cost to demolish it and built a new facility of comparable size and appointment. By further developing the design with scale drawings, existing condition verification, an up-to-date site survey, site layout and grading design, and preliminary MEP engineering narratives and systems designs, a detailed construction cost estimate could be generated to provide the Town the necessary financial information to move forward and plan for the full project.



Scituate Town Center
Scituate, Massachusetts

DBVW Job #1603

June 21, 2016
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Program Space	Existing	Target Area	Provided	Comments	Number of Employees
	Total Area (Approx SF)	SF	SF		

Town Center Departments

1. Assessor					
Private Offices					
Director of Assessing		150			1
Open Office Area					
Chief Clerk		64			1
Senior Clear		64			1
Accounting Clerk		64			1
General Office Area					
Meeting Room (5-6 people)		150		Needs access to maps, records, and books	
Files (ten 4 high cabinets)		120			
Bookcases (30LF @ 7' high)		120			
Supply Storage (casework, cabinetry, 8LF)		32			
Copier/Fax		50		Copier, printer, fax, shredder	
Service Counter (2 people)		100			
Waiting Area (3 people)		90			
Public Workstations (1)		35			
Bulletin and book area for public		30			
Coat Closet		10			
Non-Assignable Space (Structure, Circulation, Etc.)		120			
Department Area	714	1,199	1,234		
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total	714	1,199	1,234		4

2. Board of Health					
Private Office					
Public Health Director		150			1
Public Health Nurse / Exam		150		Incl refrigerator, med supply storage, locked file storage, desk, computer & printer	1
Manager of Social Services		150		Socially Separate Space	1
Open Office Space					
Administrative Assistant		64			1
Future 1		64			1
General Office Area	220				
High Density Files (septic)		80		Add to extg system	
File Storage (five 4 drawer files)		60			
Bookcases (6LF @ 7' high)		24			
Emergency Shelter Supplies (currently in basement of Town Hall, used at HS)	280			Storage will go to shelter location	
Copier/Confidential Fax		50			
Service Counter (1 person)		50		Extra large counter for plans	
Waiting Area (4 people)		120			
Public Workstations (1 future)		35			
Indoor Bulletin Posting (18" deep x 60" wide)		10			
Coat Closet		10			
Non-Assignable Space (Structure, Circulation, Etc.)		113			
Department Area	500	1,130	1,175		
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	500	1,130	1,175		5

3. Coastal Resources					
Private Offices					
Coastal Resources Officer	77	150			1
Open Office Area					
Future 1		64			1
General Office Area					
Hanging Files (1 rack)		15			
File Storage (five 4 drawer files)		60			
Bookcases (6LF @ 7' high)		24			
Non-Assignable Space (Structure, Circulation, Etc.)		35			
Department Area	77	348	407		
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	77	348	407		2



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Program Space	Existing	Target Area	Provided	Comments	Number of Employees
	Total Area (Approx SF)	SF	SF		
4. Conservation					
Private Offices					
Director	100	150			1
Open Office Area					
Administrative Assistant		64			1
Future 1		64			1
Temp 1		64			1
General Office Area	300				
Meeting Room				Use of common meeting room sufficient	
Copier / Fax				Use of common copier / printer sufficient	
File Storage (twenty 4 high cabinets)		240			
Bookcases (10LF @ 7' high)		40			
Service Counter (1 person)		50			
Waiting Area (2 people)		60			
Public Workstations (1 future)		35			
Coat Closet		10			
Non-Assignable Space (Structure, Circulation, Etc.)		86			
Department Area	400	863	980		
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	400	863	980		4
5. Council on Aging					
Offices					
Reception		60			2
Director's Office		140			1
Transportation Coordinator's Office		60			1
Activities Coordinator's Office		60			1
Staff 1		65			1
Staff 2		65			1
Staff 3		65			1
Staff 4		65			1
Copier / Storage / Files		60			
Public Spaces					
Lounge / Library		490			
Café / Coffe Bar		400			
Multipurpose Room		2,720			
Game Room		750			
Card / Conference		270			
Arts / Craft Classroom		660			
Classroom 1		500			
Classroom 2		500			
Fitness Room		750			
Wellness					
Wellness Room / Nurse's Office		120			1
Outreach Shine Office 1		160			4
Outreach Shine Office 2		160			4
Outreach Shine Office 3		160			4
Service / Support					
Kitchen		550			
Pantry / Receiving		125			
Group Toilets (M & W, each floor)		1,100			
Companion Toilets		140			
Lobby		600			
Vestibule		80			
Janitor's Closet (1 per floor)		120			
Multipurpose Storage		200			
Arts / Crafts Storage		125			
Classroom Storage (3 rooms @ 75sf ea)		225			
Exterior Storage		160			
Mechanical		200			
General Storage		120			
Coats (6 areas at 10sf ea)		60			
Grossing Factor 1.2		2,417			
Department Area	0	14,502			
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	0	14,502	14,034		22



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Program Space	Existing	Target Area	Provided	Comments	Number of Employees
	Total Area (Approx SF)	SF	SF		

6. Finance

Private Office					
Finance Director		150			1
Open Office Area					
Bookkeeper / Clerk		64			1
Assistant Town Accountant		64			1
General Office Area	427				
File Storage (twelve 4 high cabinets)		144		2 years available in suite, 5 more years in archive	
Bookcases (10LF @ 7' high)		40			
Copier / Printer		50		Check printer	
Waiting Area (1 person)		30			
Service Counter / Drop Off (1 person)		50			
Coat Closet		10			
Non-Assignable Space (Structure, Circulation, Etc.)		67			
Department Area	427	669	665		
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	427	669	665		3

7. Human Resources

Private Office					
Human Resource Director	133	150			1
General Office Area					
Waiting Area (2 people)		60			
Meeting Room (4-6 people)				Coordinate common meeting room with Benefits	
Non-Assignable Space (Structure, Circulation, Etc.)		23			
Department Area	133	233	256		
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	133	233	256		1

8. Information Technology

Private Offices					
IT Director		150			1
Open Office Area					
IT Analyst		64			1
Workroom		120			
General Office Area	209				
File Storage (1 lateral files)		12			
Bookcases (40LF @ 7' high)		160		Part Storage, software, etc	
Server Room (climate controlled)	110	150			
Supply and Equipment Storage		48			
Coat Closet		10			
Non-Assignable Space (Structure, Circulation, Etc.)		79			
Department Area	319	793	513		
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	319	793	513		2



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Program Space	Existing	Target Area	Provided	Comments	Number of Employees
	Total Area (Approx SF)	SF	SF		
9. Inspections					
Private Offices					
Building Comissioner		150			1
Open Office Area					
Local Building Inspector		64			1
Building Inspector Senior Clerk		64			1
Building / Zoning Clerk		64			1
Wiring Inspector		64			1
Plumbing / Gas Inspector		64			1
Building Department Clerk		64			1
Temp 1		64			1
General Office Area	500				
Meeting Room				Use of common meeting room sufficient	
Copier/Fax		50		Copier, printer, fax	
File Storage (15 lateral files)		270			
File Storage (three 4 high cabinets)		36			
Bookcases (10LF @ 7' high)		40			
Plan Review Area w/ Table		120			
Waiting Area (4 people)		120			
Service Counter (2 people)		150		Extra large counter for plans	
Public Workstations (2)		70			
Coat Closet		10			
Non-Assignable Space (Structure, Circulation, Etc.)		163			
Department Area	500	1,627	2,602	Includes Planning	
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	500	1,627	2,602		8
10. Planning					
Third Floor					
Private Office Area					
Director of Planning		150			1
Open Office Area					
Planning Board Secretary		64			1
Future 1		64			1
General Office Area	423				
Typewriter station		30			
File Storage (twelve 4 drawer files)		144			
Bookcases (12LF @ 7' high)		48			
Drawing File Storage (roll, 18" x 48" cabinet)		12			
Flat File Storage (1 bank, table height)		24			
Hanging Files (1 rack)		15			
Workroom / Meeting Space		120		Access to Color Copier & plotter for GIS surveys	
Service Counter (2 people)		150		Extra large counter for plans	
Waiting Area (1 person)		30			
Public Workstations (1 future)		35			
Coat Closet		10			
Non-Assignable Space (Structure, Circulation, Etc.)		100			
Department Area	423	996	0	See Inspections	
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	423	996	0		3



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Program Space	Existing	Target Area	Provided	Comments	Number of Employees
	Total Area (Approx SF)	SF	SF		
11. Public Works					
Private Office Area					
Director of Public Works (w/ 4 person meeting area)	230	150			1
Engineering Supervisor	140	150			1
Open Office Area					
Office Manager		64			1
Staff Engineer 1		64		Separated from public	1
Staff Engineer 2		64		Separated from public	1
Seasonal / Temp Employee		64			1
Future 1		64		Separated from public	1
General Office Area	577				
Meeting Room (10-16 people)		250	0	Changed to corridor-accessed room	
File Storage (twenty four 4 drawer files)		288		Not accessible to public	
Bookcases (70LF @ 7' high)		280			
Oversized File Storage (two 24" x 48" cabinet)		32			
Flat File Storage (3 banks, table height)		60			
Hanging Files (3 racks)		45			
Roll Drawing Storage (two 36" sq racks)		36			
Storage for Survey Equipment, weather gear, etc.	60	100		Not required to be in suite if it's accessible	
Workroom / Copier		170		Copier, plotter, large scanner, binding machine, flatbed scanner, printer	
Service Counter (2 people)		100			
Waiting Area (2 person)		60			
Public Workstations (1)		35			
Indoor Bulletin Posting (18" deep x 60" wide)		10			
Coat Closet		10			
Non-Assignable Space (Structure, Circulation, Etc.)		233			
Department Area	1,007	2,329	2,189		
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	1,007	2,329	2,189		7



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Program Space	Existing	Target Area	Provided	Comments	Number of Employees
	Total Area (Approx SF)	SF	SF		
12. Recreation					
Private Offices					
Recreation Co-Director w/ 4 person meeting space	204	150			1
Recreation Co-Director w/ 4 person meeting space		150			1
Open Office Area					
Clerk		64			1
Staff 1		64			1
Staff 2		64			1
Future 1		64			1
Touchdown Space (volunteers / instructors)		36			
General Office Area					
File Storage (six 4-high cabinets)		72		Copier, printer, fax, shredder, binding machine, laminator, radio repeater / charger	
Workroom / Copier		100			
General Office Space	532				
Coat Closet		10			
Service Counter (2 people)		100			
Waiting Area (3 people)		90			
Public Workstation (1)		35	1,216		
Daycare (Little People)					
Day Room (36 kids @ 25sf/kid)	984	1,000			8
Boys Toilet	46	50			
Girls Toilet	46	50			
Staff Toilet		50			
Staff Office (1:5 ratio)		150			
Storage	85	100			
Pantry / Kitchenette		56			
Coats (cubbies)	34	144	2,036		
Recreation Program					
Classroom 1		400	444		
Classroom 2		400	455		
Classroom 3		800	600		
Classroom 4			615		
Multipurpose Room	2,208	2,500	2,583		
Gymnasium		8,540	9,360		
Spinning Room (Instructor plus 24 participants)	504	1,000	1,000		
Fitness		1,600	1,531		
Rec Equipment Storage	90	250	526		
Rec Equipment Storage	150		176		
First Aid / Lifeguard Storage	360	400			
Staff Office	80	100	160		
Non-Assignable Space (Structure, Circulation, Etc.)		2,065			
Department Area	5,323	18,589	20,702	Storage Trailers @ DPW and Minot Fire Station	14
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	5,323	18,589	20,702		



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Program Space	Existing	Target Area	Provided	Comments	Number of Employees
	Total Area (Approx SF)	SF	SF		
13. School Department					
Private Offices					
Superintendent		200			1
Assistant Superintendent		150			1
Director of Business		150			1
Director of Special Education		150			1
Assistant Facilities Director		150			1
Food Service Director		150			1
Open Office Area					
Administrative Assistant to Superintendent		64			1
Human Resources Coordinator		64			1
Payroll Coordinator		64			1
Accounts Payable		64			1
Secretary to Assistant Superintendent		64			1
Secretary to Special Education Director		64			1
Receptionist		64			1
General Office Area	2,800				
Meeting Room for 16 people		300		Verify, possible duplicate with below	
Workroom / Copier		150			
File Storage (fourteen 4 high)		168			
File Storage (payroll)		160			
File Storage (personnel, extreme limited access)		120			
Bookcases (30LF @ 7' high)		120			
Waiting Area (4 people)		120			
Service Counter (1 person)		50			
Public Workstations (1 future)		35			
Coat Closet		10			
Non-Assignable Space (Structure, Circulation, Etc.)		292			
Department Area	2,800	2,923	3,896		
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	2,800	2,923	3,896		13
14. Town Administration					
Private Office Space					
Town Administrator	200	200			1
Assistant Town Manager (future)		150	0	See below Separate Office Area	1
Economic Development Services (future)		150	601		
Selectmen Office / Meeting Room (4 people)	210	150		One touchdown desk	
Special Projects	110	150	0	See above	1
Open Office Area					
Assistant to Town Administrator	64	80			1
Executive Assistant to the Selectmen		64			1
Administrative Assistant		64			1
Tax Program (seasonal)		64			1
General Office Space	230				
File Storage (ten 4-high cabinets)		120		Couch & chairs	
Bookcases (10LF @ 7' high)		40			
Workroom / Copier		100			
Service Counter (1 person, Selectmen area)		100			
Waiting Area (combo, 6 people)		180			
Public Workstations (1)		35			
Coat Closet		10			
Restroom		50			
Coffee Station		75	1,605		
Non-Assignable Space (Structure, Circulation, Etc.)		198			
Department Area	814	1,782	2,206		
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	814	1,782	2,206		7



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Program Space	Existing	Target Area	Provided	Comments	Number of Employees
	Total Area (Approx SF)	SF	SF		

15. Town Clerk

Private Office Area					
Town Clerk		150			1
Open Office Area					
Senior Records Clerk (2 separate computers)		80			1
Records Clerk (2 separate computers)		80			1
Typewriter station		30			
General Office Space	712				
File Storage (20 4-high cabinets)		240			
Bookcases (10LF @ 7' high)		40			
Safe		25			
Secure File Storage (two 4' wide rolling cabinets)		40			
Upcoming Election storage in office suite		30			
Absentee Ballot Voter Kiosk (2)		15			
Meeting Room					
Workroom / Copier		100		Not Required	
Service Counter (2 people)		100		Copier, 2 printers	
Cash Register on Counter		35			
Waiting Area (3 people)		90			
Public Workstations (1 future)		35			
Outdoor Bulletin Posting (18" deep x 60" wide)		10			
Indoor Bulletin Posting (18" deep x 60" wide)		10			
Coat Closet		10	1,194		
Archives					
Archiivest Office	70	120			1
Archive Research Office (2 computers, copier, microfilm reader)	224	275	437		
Heritage Archives	400	400	357		
Archive Storage 1	1,100	1,200	1,272		
Archive Storage 2	580	600	527		
Storage Cage 1 (Inspections)	190	200			
Elections					
Election Storage and Supplies (secure, loading area access required)	330	400			
Election to be destroyed Storage	260	250	700		
Non-Assignable Space (Structure, Circulation, Etc.)		124			
Department Area	3,866	4,689	4,487		
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	3,866	4,689	4,487		4

16. Treasurer / Collector

Private Offices					
Treasurer/Collector (w/ 4 person meeting space and two safes)		150			1
Open Office Area					
Assistant Treasurer Collector (semi private)		80			1
Payrool Specialist (semi private)		80			1
Revenue Collector 1		64			1
Revenue Collector 2		64			1
Seasonal Help 1 (Beach & Transfer Station Stickers, not at a counter)		64			1
General Office Area	769				
Benefits Meeting Area (2-4 people)				See Human Resources	
File Storage (14 4-high cabinets)		168			
Cabinets		60			
Safe		25			
Open office work area		100			
Interdepartmental Transaction Area		50			
Workroom / Copier		100		Copier, Printer, fax, shredder, flatbed scanner	
Service Counter (3 people)		150			
Waiting Area (2 people)		60			
Public Workstations (1)		35			
Coat Closet		10			
Non-Assignable Space (Structure, Circulation, Etc.)		140			
Department Area	769	1,400	1,459		
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	769	1,400	1,459		6



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Program Space	Existing	Target Area	Provided	Comments	Number of Employees
	Total Area (Approx SF)	SF	SF		
17. Veteran's Affairs					
Private Offices					
Veteran's Service Officer		150			1
General Office Area	127				
Administrative Assistant		64			1
Meeting Room (5-6 people)				Access to common meeting room sufficient	
Files (four 4 high cabinets)		48			
Secure Storage (Memorial flags, service symbols, etc)		30			
Copier/Fax		50		Copier, printer, fax, shredder	
Service Counter (1 person)		50			
Waiting Area (3 people)		90			
Public Workstations (2)		70			
Coat Closet		10			
Non-Assignable Space (Structure, Circulation, Etc.)		62			
Department Area	127	562	611		
Department Long Term Storage (off site)	0	0			
Department Long Term Storage (on-site archives)	0	0			
Total Area	127	562	611		2



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Program Space	Existing	Target Area	Provided	Comments	Number of Employees
	Total Area (Approx SF)	SF	SF		

Proposed Support Spaces in Town Hall

18. Support Spaces					
Breakroom (20 people)		400	643		
Town Hall Secure Storage - Archives (on-site)				See Town Clerk Program	
Town Hall Secure Storage - Special Archives (on-site)				See Town Clerk Program	
Town Hall Secure Storage (on-site)				See Town Clerk Program	
Trash/Recycling		150	166		
Information Desk/Greeter		100	0	Included in Lobby	
Facility Maintenance Office/Desk		150	247		
Media Room		0	0	Duplicate of Cable Access Room	
Recycling Alcoves (1 per floor) 3 @ 50sf		150	0	In Grossing Factor	
Main Automation Room (Demarcation)		50	0	In Grossing Factor	
Main Electrical Room		150	238		
Electrical Closets Each Floor (3)		60	0	In Grossing Factor	
Emergency Electrical Closet		35	0	In Grossing Factor	
Tel/Data Closets (2 @ 32 SF Each)		32	0	See IT for Server room	
Mechanical Room		800	837		
Restrooms		In Factor	0	In Grossing Factor	
Janitor Closet (1 per floor)		75	0	In Grossing Factor	
Bicycle Storage Room		150	0	Not included	
Small Meeting Room		150		Grouped with other program	
Small Meeting Room		150	128		
Small Meeting Room		150	115		
Medium Conference Room		200	276		
Medium Conference Room		200	262		
Medium Conference Room		200	253		
Hearing Room (50 people) 1 @ 750		750	1,605		
Cable-Access Equipment Room / Control Room		150	135		
Sprinkler Room		150	179		
Water Room		50	0	In Sprinkler Room	
Subtotal Support Space		4,452	5,084		
Grossing Factor 1.3		1,336	1,525		
Total		5,788	6,609		

Subtotal of Town Center Departments (Assignable)	18,199	54,634	43,382	Excluding Council on Aging	
Subtotal of Support Spaces	0	5,788	6,609		
Subtotal	18,199	60,422	49,991		
Grossing Factor Target 1.43	N/A	78,549	71,487		107

Existing Building Area	102,166	71,928	Existing Building (demolish A & C wings)
A-wing	15,886		
Gymnasium (incl A-wing connector)	31,335		
B-wing	40,593		
C-Wing	14,352		



Conceptual Site Rendering

SCITUATE TOWN CENTER

Scituate, Massachusetts

Catlin + Petrovick
Architects, PC

DURKEE BROWN
VIVEIROS WERENFELS
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Conceptual Site Rendering

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Conceptual Aerial Rendering

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Conceptual First Floor Plan
Town Municipal Building at Gates Intermediate School

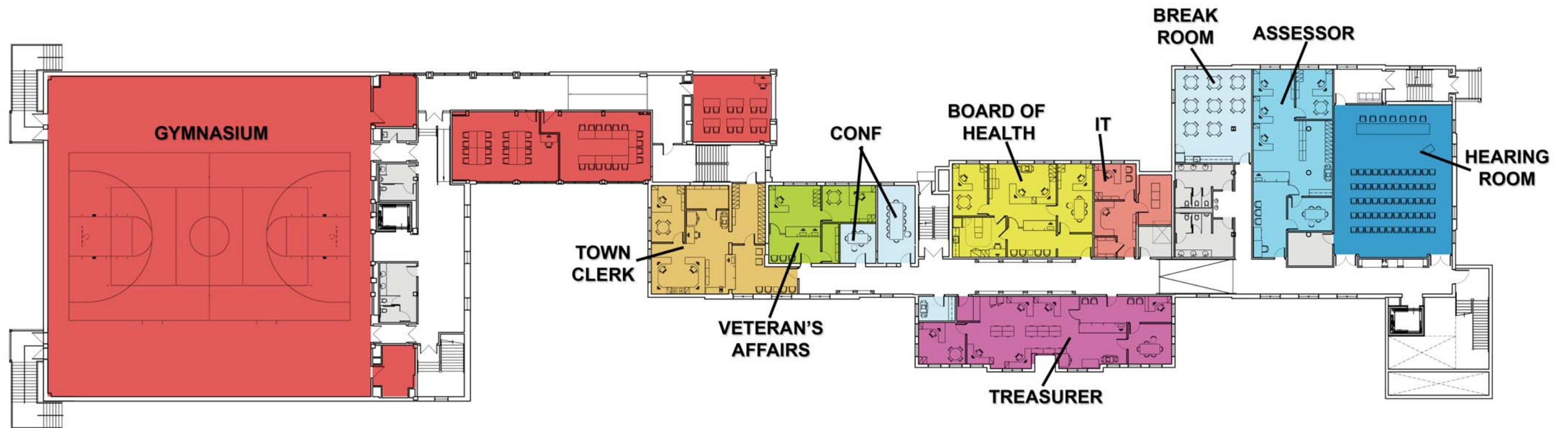
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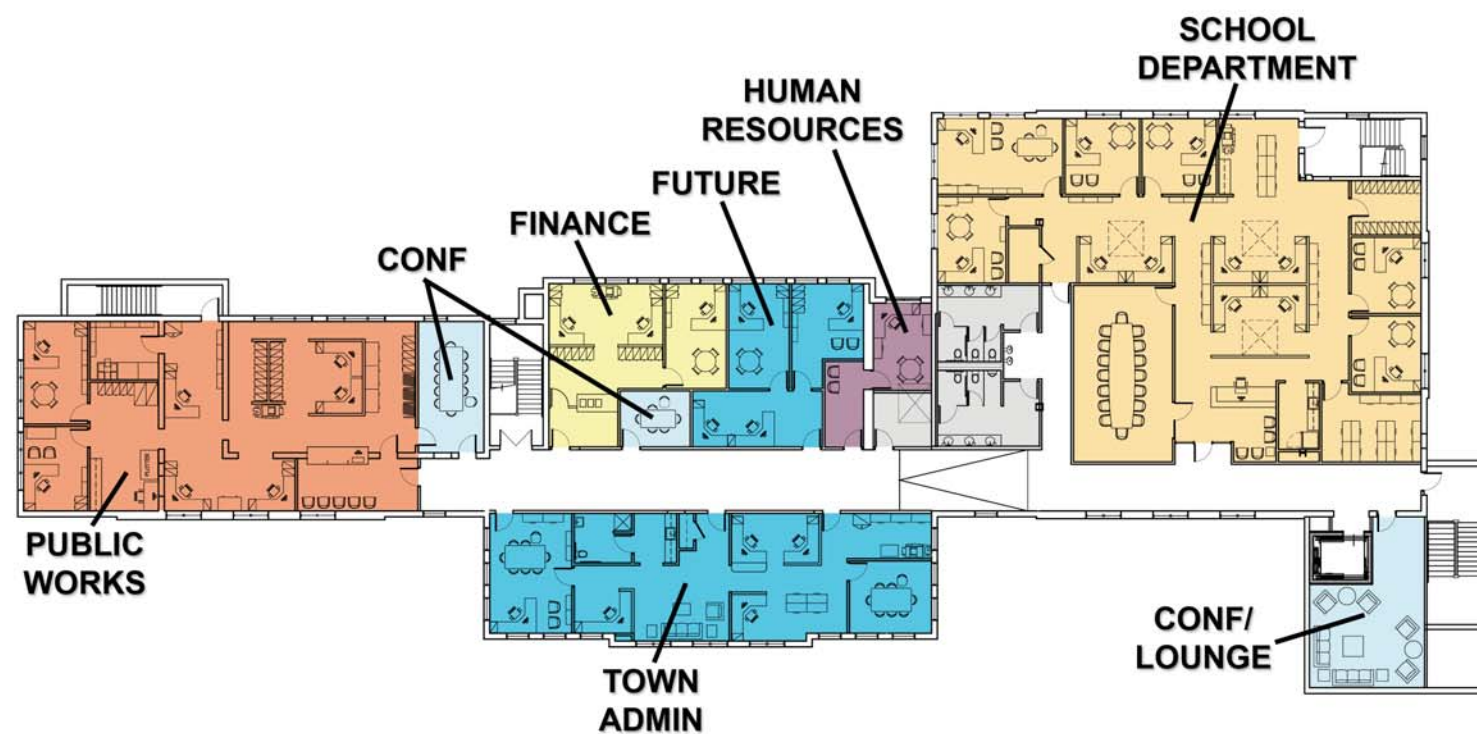
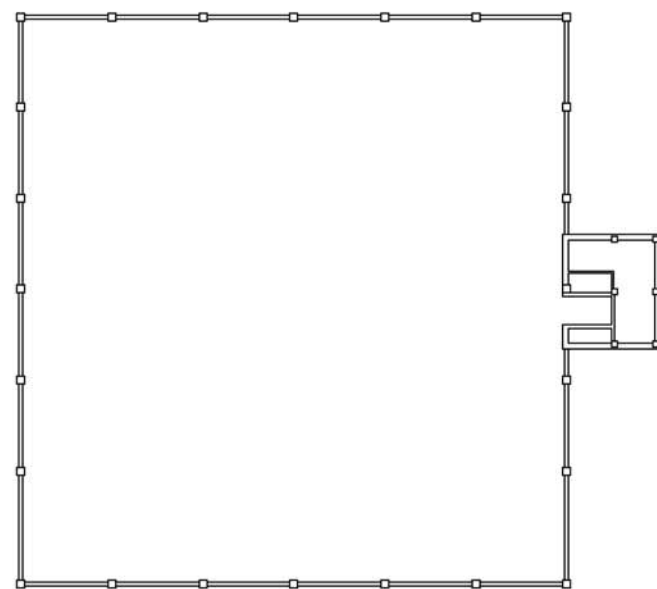
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Conceptual Second Floor Plan
Town Municipal Building at Gates Intermediate School





Conceptual Third Floor Plan
Town Municipal Building at Gates Intermediate School

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Conceptual First Floor Plan
Scituate Senior Center

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Conceptual Second Floor Plan
Scituate Senior Center

