

PROJECT: Town of Scituate
Programming for Town
Offices

OWNER: Scituate Adaptive Re-Use
Building Committee
Town of Scituate, MA

DATE: January 21, 2016

1. Tentative Proposed Project Schedule
2. Scheduling Departmental Interviews
 - a. Accounting
 - b. Archive
 - c. Assessor
 - d. Building Department
 - e. Health Department
 - f. Housing (Affordable Housing Trust)
 - g. Public Works
 - h. Recreation
 - i. School Department
 - j. Senior Center
 - k. Tax Collector / Treasurer
 - l. Town Administration
 - m. Town Clerk
 - n. Veteran's Services
 - o. Other?
3. Senior Center
4. Facility-Wide Discussions
 - a. Office Standards
 - b. Security
 - c. Building Amenities
 - d. Board of Selectmen / Council Chambers
5. Project / Town-Wide Discussions
 - a. Site
 - b. Design Options

- 1/21, Kickoff Meeting with the Committee
 - 1/22, Survey Questionnaire released online to Department Heads via SurveyMonkey
 - 1/26, Interview day*
 - 2/2, Interview day*
 - 2/9, Interview day*
- * The three interview days are identified. The exact makeup / schedule for each day will be determined with input from the Committee. One of those three days will be scheduled for the senior center.
- 1/27-2/10, DBVW to process Program, analyze data, etc.
 - 2/11, Progress Meeting with Committee, discuss program highlights
 - 2/12-3/10, DBVW to perform test fits, design option(s), etc
 - 3/10, Presentation to Committee to discuss test fits, bubble diagrams, options, and obtain feedback
 - 3/11-3/24, DBVW to refine design option(s) based on feedback
 - 3/24, Project Milestone, Presentation to Committee for Approval of Program, design options, etc.
 - 3/25-4/14, DBVW to produce documents and graphics to clearly convey the subject of this exercise
 - 4/14, Meeting with Committee to deliver final report and graphics.

↳ town meeting?