



**NORTON TOWN HALL – FEASIBILITY STUDY**

**MARCH 20, 2019**



**Norton**  
MASSACHUSETTS

**DBVW**  
ARCHITECTS



**ELM STREET, NORTON MA**

**NORTON TOWN HALL | FEASIBILITY STUDY**

	AREA (SF)	QTY	TOTAL AREA (SF)	70 EAST MAIN ST.
<b>NEW MAIN ENTRANCE</b>				
1 Vestibule	150	1	150	53
2 Lobby	500	1	500	758 *
3 New Main Entrance Subtotal			<b>650</b>	<b>811</b>
<b>STAIRWAYS &amp; ELEVATOR</b>				
4 Stairways (x 2 stairs x 2 floors = 4)	220	4	880	640
5 Elevator (x 2 floors)	100	2	200	
6 Elevator Machine Room	50	1	50	
7 Stairways Subtotal			<b>1,130</b>	<b>640</b>
<b>TOWN CLERK</b>				
8 Window   Counter-Reception   Waiting Area	150	1	150	
9 Private Office	130	1	130	321
10 Open Area (3 workstations max)	85	3	255	
11 Vault Space ***	150	1	150	100 *
12 File storage	200	1	200	325 **
13 Town Clerk Subtotal			<b>885</b>	<b>746</b>
<b>TOWN MANAGER</b>				
14 Window   Counter-Reception   Waiting Area	150	1	150	
15 Town Manager's Office (with 6 people meeting area)	275	1	275	574
16 Assistant Town Manager's Office	150	1	150	106
17 Human Resources Office (new)	120	1	120	
18 Open Area (1-2 workstations)	85	2	170	
19 Storage	250	1	250	180 *
20 Town Manager Subtotal			<b>1,115</b>	<b>859</b>
<b>BOARD OF SELECTMEN</b>				
21 Board of Selectmen Meeting Area	1800	1	1,800	679
22 Conference Area (12-15 people - see Building Shared)				
23 Storage Closets (2)*	100	2	200	
24 Kitchenette (unless Break Room is adjacent)	150	1	150	
25 Media Room	200	1	200	
26 Board of Selectmen Subtotal			<b>2,350</b>	<b>679</b>

	AREA (SF)	QTY	TOTAL AREA (SF)	70 EAST MAIN ST.
<b>ASSESSOR</b>				
27 Window   Counter-Reception   Waiting   Map Viewing Area	200	1	200	
28 Director's Office	130	1	130	
29 Open area (3 workstations)	85	3	255	
30 Work / Counter / Surface Area	100	1	100	928 *
31 Vault Space	200	1	200	
32 Assessor Subtotal			<b>885</b>	<b>928</b>
<b>TREASURER - TAX COLLECTOR</b>				
33 Reception   Kiosk-Window Counter   Waiting Area	150	1	150	428
34 Treasurer's Office	130	1	130	
35 Open Area (4 workstations)	85	4	340	
36 Counter / Workspace	80	1	80	
37 Vault Space ***	150	1	150	100 *
38 Storage	300	1	300	350 **
39 Treasurer-Tax Collector Subtotal			<b>1,150</b>	<b>878</b>
<b>ACCOUNTANT</b>				
40 Accountant office / area	130	1	130	
41 Open Area (2 workstations)	85	2	170	668
42 Copy/print/storage area	100	1	100	
43 File Storage	300	1	300	75 *
44 Accountant Subtotal			<b>700</b>	<b>743</b>

	AREA (SF)	QTY	TOTAL AREA (SF)	70 EAST MAIN ST.
<b>PLANNING AND ECONOMIC DEVELOPMENT</b>				
45 Reception   Kiosk-Window Counter   Waiting Area	150	1	150	
46 Director's Office	130	1	130	520
47 Plan Review Area (maybe within office above)	120	1	120	
48 Open Area (1-2 workstations)	85	2	170	
49 Small conference Room **	185	1	185	
50 Copy/print/storage area (large format plotter/scanner) **	150	1	150	
51 Storage	200	1	200	150 *
52 Planning Subtotal			<b>1,105</b>	<b>670</b>
<b>ZONING BOARD OF APPEALS</b>				
53 Meeting Area for monthly meetings (see Building Shared Spaces)				
54 Zoning Board of Appeals Subtotal				
<b>BUILDING COMMISSIONER</b>				
55 Reception   Kiosk-Counter   Waiting Area	150	1	150	
56 Building Commissioner's Office	130	1	130	
57 Plan Review Area (maybe inside office above?)	120	1	120	
58 Open Area (5 workstations)	85	4	340	561
59 Small conference room **				
60 Copy/print/storage area (large format plotter/scanner) **				
61 Storage area	130	1	130	150 *
62 Building Commissioner Subtotal			<b>870</b>	<b>711</b>

## SPACE PROGRAM

# NEW TOWN HALL – 24,281 SF

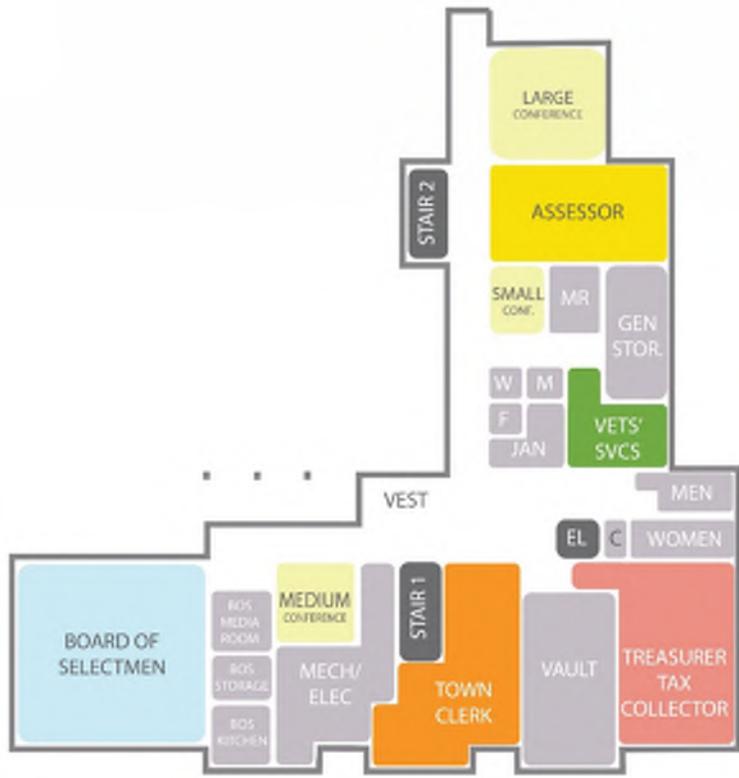
	AREA (SF)	QTY	TOTAL AREA (SF)	70 EAST MAIN ST.
<b>BOARD OF HEALTH</b>				
63 Window   Counter-Reception   Waiting Area	150	1	150	
64 Health Agent's Office	130	1	130	
65 Nurse Office / Private Area (includes sink/cabinet area) **	300	1	300	
66 Open Area (2 workstations)	85	2	170	458
67 Storage (includes emergency supplies, refrigerator)	150	1	150	153 *
<b>68 Board of Health Subtotal</b>			<b>900</b>	<b>611</b>
<b>VETERANS' SERVICES</b>				
69 Office with Meeting Area	150	1	150	
70 Open area (2 workstations)	85	2	170	320
71 Storage	50	1	50	30 *
<b>72 Veterans' Services Subtotal</b>			<b>370</b>	<b>350</b>
<b>PARKS AND RECREATION</b>				
73 Window   Counter-Reception   Waiting Area	100	1	100	
74 Coordinator Area / Office	130	1	130	
75 Open area (1 workstation)	85	1	85	236
76 Storage (seasonal access)	100	1	100	100 *
<b>77 Parks and Recreation Subtotal</b>			<b>415</b>	<b>336</b>
<b>CONSERVATION</b>				
78 Window   Counter-Reception   Waiting Area	100	1	100	
79 Office / Private workstation	130	1	130	
80 Permit/Map Viewing Area	100	1	100	
81 Open area (1 workstation)	85	1	85	330
82 Storage	130	1	130	120 *
<b>83 Conservation Subtotal</b>			<b>545</b>	<b>450</b>

	AREA (SF)	QTY	TOTAL AREA (SF)	70 EAST MAIN ST.
<b>INFORMATION TECHNOLOGY (NEW)</b>				
84 Open Office / Storage	200	1	200	
85 Server Room	150	1	150	
<b>86 IT Subtotal</b>			<b>350</b>	<b>0</b>
<b>BUILDING SHARED SPACES</b>				
87 Small Conference Room (6 people)	185	3	555	
88 Medium Conference Room (10-14 people)	315	2	630	300 *
89 Large Conference Room (30 people)	650	1	650	
90 Men's Room (First Floor / Public) - 2 WC	170	1	170	133
91 Men's Room (First Floor / Staff) - 1 WC	50	1	50	
92 Men's Room (Second Floor / Staff) - 1 WC	50	1	50	
93 Women's Room (First Floor / Public) - 3 WC	200	1	200	151
94 Women's Room (First Floor / Staff) - 1 WC	50	1	50	
95 Women's Room (Second Floor / Staff) - 2 WC	50	2	100	
96 Mother's Room (Lavatory only)	50	1	50	
97 Family Room (First Floor / Public) - 1 WC	50	1	50	
98 Custodial Closet (First Floor)	40	1	40	
99 Custodial Closet (Second Floor, additional storage)	80	1	80	
100 Staff Break Room (10 people)	350	1	350	310
101 Vault for Public Records Retention Storage (**)	600	1	600	
102 Mail / Copy Room (First Floor)	200	1	200	
103 Copy / Storage Room (Second Floor)	200	1	200	
<b>104 Building Shared Spaces Subtotal</b>			<b>4,025</b>	<b>894</b>
<b>UTILITY &amp; FACILITIES</b>				
105 General Storage *	300	1	300	
106 Mechanical / Electrical	500	1	500	
107 Main Distribution Frame (MDF) Room	100	1	100	
108 Data Closet (auxiliary floor)	50	1	50	
109 Emergency Electric				
110 Water & Fire Service				
<b>111 Utility &amp; Facilities Subtotal</b>			<b>950</b>	<b>0</b>

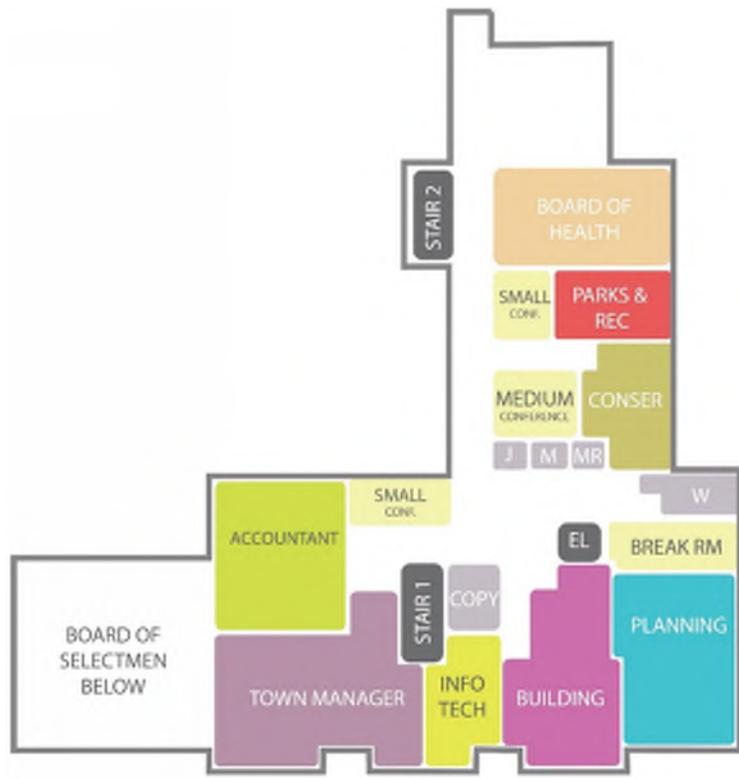
SPACE PROGRAM

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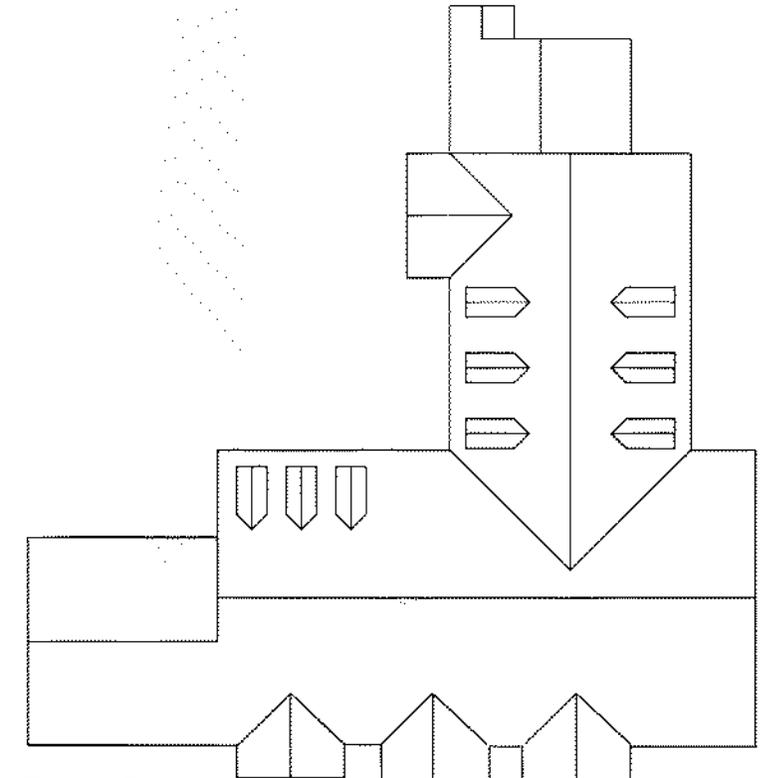
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|---|---|---|--|
|  Board of Selectmen      |  Treasurer   Tax Collector |  Veterans' Services  |  Information Technology |
|  Town Manager           |  Assessor                 |  Parks & Recreation |  Circulation           |
|  Building Commissioner |  Town Clerk              |  Conservation      |  Support Spaces       |
|  Accountant            |  Planning Department     |  Board of Health   |  Common Spaces        |



FIRST FLOOR PLAN



SECOND FLOOR PLAN



ROOF PLAN

## CONCEPTUAL PLAN DIAGRAMS



CONCEPTUAL SITE PLAN



CONCEPTUAL RENDERING - VIEW FROM ELM STREET

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CONCEPTUAL RENDERING - CLOSE UP AT ENTRY

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CONCEPTUAL RENDERING - VIEW FROM ELM AND CROSS STREET CORNER

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CONCEPTUAL RENDERING - AERIAL VIEW

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	TOWN HALL	COMMUNITY CENTER
<b>EXISTING BUILDING</b>		
Year Built	1910	circa 1890
Year Remodeled	1977	1950 / 1987
Square Footage	14,800 SF <i>*including basement storage</i>	1,838 SF
<b>SITES INVESTIGATED</b>		
	70 East Main Street <i>(behind existing Town Hall)</i>	140 West Main Street
		22 Summer Street
	<b>SITES SUPPORTING BOTH THE TOWN HALL AND COMMUNITY CENTER</b>	
	47 Elm Street (Reed & Barton)	
	0 Rear East Main Street (opposite Leonard Ave)	
<b>PROPOSED NEW FACILITIES</b>		
Selected Site	47 Elm Street (Reed & Barton Mill)	
Square Footage	24,280 SF	11,150 SF
Estimated Project Cost	\$25,716,000	

<b>PROJECT SCHEDULE (APPROX.)</b>	
Town Meeting Approval	May 2019
Town Vote	To be Determined
Design / Permitting	January - September 2020
Procurement / Award	October - December 2020
Construction / Commissioning	January - December 2021

**Total Project Budget: \$25,716,000**

## PROJECT INFORMATION

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